



**Bognor Regis**  
Nursery School



Chichester  
**Nursery School**



**Boundstone**  
**Nursery School**



## WEST SUSSEX NURSERY SCHOOLS FEDERATION

# Intimate Care Policy

### Introduction

Staff at Bognor Regis, Boundstone and Chichester Nursery Schools recognise that intimate care requires them to be respectful to children's needs. Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals.

Children's dignity will be preserved and a level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of Safeguarding issues. Staff behaviour is open to scrutiny and staff in all 3 schools work in partnership with parents/carers to provide continuity of care to babies and young children whenever possible.

Bognor Regis, Boundstone and Chichester Nursery Schools are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. The team recognise that there is a need to treat all children with respect when intimate care is given and no child should be attended to in a way that causes distress or pain.

Any redness or soreness encountered when providing intimate care for a child will be reported to parents/carers

### Our Approach to Best Practice

All children who require intimate care are treated respectfully at all times. The child's welfare and dignity is of paramount importance. Staff will be supported to adapt their practice in relation to the needs of individual children.

There is careful communication with each child who needs help with intimate care, in line with their preferred means of communication (verbal, symbolic etc), to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

As a basic procedure children will be supported to achieve the highest level of autonomy that

is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation. In line with best practice, where possible, each child will be cared for by his/her Keyworker/Keycarer. The time, date and person who cared for the child will be recorded on the appropriate proforma.

Students and volunteers do not change nappies. If it is a specific requirement of their course, this will be undertaken alongside the child's Keyworker in Nursery.

## **The Protection of Children**

All staff are subject to an enhanced DBS check and are trained in the School Safeguarding and Child Protection Procedures. If a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises, soreness etc she/he will immediately report concerns to the Designated Safeguarding Lead (or in their absence a Deputy Safeguarding Lead). A care record of the concern will be recorded on the Nursery's 'Cpoms' electronic safeguarding system and referred to The Integrated Front Door and/or the Police if necessary. Parents will be asked for their consent or informed that the referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm. (See the West Sussex Nursery Schools Federation Safeguarding and Child Protection Policy).

If a child becomes distressed or unhappy about being cared for by a particular member of staff the matter will be looked into and the outcome recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issues(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary. If a child makes an allegation against a member of staff all necessary procedures will be followed (See the school's West Sussex Nursery Schools Federation Safeguarding and Child Protection Policy).

## **Procedures for Safe and Hygienic Nappy Changing**

- Nappy changing for younger children takes place on specialised changing tables, with steps that open out to encourage children's independence and to avoid strain on staff from lifting children. Older or heavier children may be changed on a changing mat on the floor and changing is conducted in or near to toilet areas
- Nappy changing tables are prepared before the children are present and staff ensure that children are never left unattended on a changing table.
- Parents provide nappies, wipes, cream from home and staff follow their preferred choices (e.g. cotton nappies, extra sensitive wipes, etc).
- Creams are kept in individual children's baskets on a high shelf in a pot labelled with the child's name and always in the original container.
- Nappies are changed AT LEAST every 3 hours, or as and when required.
- Each nappy change is logged on a Dedicated Nappy and Toileting log.
- Staff are required to wear gloves and aprons, and gloves are changed in between each change.
- The nappy changing area is sprayed and wiped down with antibacterial spray in between each nappy change and at the end of the last nappy change.

- In dealing with incidents of diarrhoea, staff are encouraged to wear masks to prevent the spread of infection.
- After changing and cleaning a child with diarrhoea, the changing table or area of changing are to be cleaned down with a Milton solution.
- Nappy bins are emptied daily and transferred to a clinical waste bin outside the premises. This waste is collected weekly by a Clinical Waste Company.
- Any concerns or redness/soreness is fed back to the child's parents verbally.
- The same principles apply when changing a child not in nappies who has had a toileting accident

**Date: Spring 2024**

**To be reviewed: Spring 2027**