



Thornhill Primary School Nursery

Intimate Care and Toileting Policy 2024

All children at Thornhill Nursery have the right to be safe and treated with dignity, respect and privacy at all times so as to enable them access all aspects of the Thornhill Nursery.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our school Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage Framework (2023) and the Disability Discrimination Act 2005:

Thornhill Nursery will ensure that:

- Intimate care is carried out properly by staff
- The dignity, rights and wellbeing of children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved
- Staff who are responsible for carrying out intimate care procedures will have had a full DBS check.

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Intimate Care Procedures

In the event of a child having a toilet accident, the child will be changed into clean clothes provided by the parent. The child will be cleaned as well as possible and parents are advised to bath them at home when staff feel this is necessary. For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as pull ups, underwear and/or a spare set of clothing. Any soiled clothing will be contained securely and discreetly returned to parents/carers at the end of the day. Any changes made by a member of staff will inform the parent verbally on the day they were made and sign a record keeping document.

The only requirements in law with regard to staffing levels for intimate care are that the member of staff helping the child must notify another member of staff when they are going alone to assist a pupil, and must ensure another member of staff is in the vicinity and visible or audible. To further protect the privacy and dignity of the child, staff will notify others discreetly that they are taking the child for personal care.

If a situation arises that causes concern to staff helping with personal care, they will call the second member of staff if necessary and report and record the incident. Any concerns about the way in which the child is behaving during the care procedure or any comments they've made will be recorded and discussed with senior staff immediately.

Partnership with Parents/Carers

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to give verbal consent to the Nursery lead/teacher.

For children whose needs are more complex or who need particular support, an intimate care plan will be created in discussion with parents/carers. If the school is unable to get in touch with parents/carers and a procedure from the child's specific intimate care plan urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

Staff keyworkers at Thornhill Nursery work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task and why.
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions.
- Child's level of ability i.e. what tasks they are able to do by themselves
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/carers are asked to supply the following:-

- Spare pull ups
- Spare clothes
- Spare underwear
- Wipes

Best Practice

When intimate care is given, the member of staff explains fully each task that is carried out clearly to the children and the reason for it. That staff member will always inform another staff member that the intimate care procedures are about to take place. Staff will encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve. Parents will be verbally notified at the end of the day about the procedure having taken place and the member of staff who carried out the procedures will sign a form kept in nursery. All staff in Early Years will be DBS checked.

Safeguarding

All members of staff are trained regularly in the signs and symptoms of child abuse which is in line with Bedfordshire Safeguarding Children's Board guidelines. If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress, etc. they will inform the Designated Safeguarding Lead (DSL) immediately. The Child Protection and Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the Nursery Teacher will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the teacher will seek advice from the Headteacher.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Concerns about Safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the school's safeguarding officer.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.