



Intimate Care (+ Nappy Changing) Policy

Document Control


Description	By Whom	Date
Established	WM	December 2016 Reviewed May 2018
Latest Review	DB	Nov 21
Approved by Trust Leadership Team		24/1/22
Next Full Review due		Jan 24

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Introduction

- At The Harmony Trust we understand that children are at different developmental stages and, unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents/ carers to support the child towards independent toilet training.
- As a Trust we aim to be inclusive to all children and give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support and non-judgemental concern of adults.
- This policy will be used when supporting children requiring nappy/pull-up changing and other related personal/ intimate care tasks. It has been written to ensure that best practice is always carried out and that procedures followed comply with the legal requirements of the Early Years Foundation Stage statutory framework.

- Staff who work with young children or children who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of 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. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.
- Children's dignity will be preserved, and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at The Harmony Trust work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
- Staff deliver a personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.
- The Harmony Trust is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Our Approach to Best Practice

- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity are of paramount importance.
- Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling, where appropriate) and are fully aware of best practice. Apparatus will be provided, as required, to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex and relationship education to their children/young people as an additional safeguard to both staff and children/young people involved.
- 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 principle, 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. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. These plans

include a written risk assessment to address issues such as moving and handling, personal safety of the child and the carer and health.

- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible one child will be cared for by two adults unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented in the 'Any other information' section of the Intimate Care Plan.
- Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan (Appendix 2.) The needs and wishes of children and parents will be carefully considered alongside any possible constraints, e.g. staffing and equal opportunities legislation.
- Each child/young person will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

Our Aims

- To ensure that children in our care are comfortable and happy at all times
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change children
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination and ensure the inclusion of all

Basic Principles

At The Harmony Trust Academies, staff will bear in mind the following key principles when changing a child's nappy/pull up:

- Children have the right to feel safe & secure
- Children will be respected and valued as individuals
- Children have a right to privacy / dignity
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures
- To ensure children are comfortable and happy, nappies will be checked at regular intervals and promptly changed when required. (I.e., when wet or soiled.)

Vulnerability to Abuse

- As an academy within the Harmony Trust, we ensure that all staff are familiar with our Child Protection & Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse.
- It is important that children are changed in a reassuring and caring way by a member of staff they have a close relationship with. Furthermore, it is important that we signal our

intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what going to happen, as appropriate to their level of development. This helps give children the important message that not just anyone can pick them up, take them off and undress them.

- Staff should always change children in the nappy-changing area which, whilst allowing for privacy is not closed off. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

Working with Parents/ Carers

- We will work with parents when developing a child's nappy changing routine.
- Where parents are present, e.g., during the settling in period, they may be asked to change their child's nappy.
- If a child has any disability or medical need that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at the academy (nursery or other appropriate year group) whether or not they have any particular needs, or any special words or actions used during their nappy changing procedure.
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e., badly soiled nappy/strong urine etc.)

Achieving Contenance

- At The Harmony Trust Academies, we will encourage all children to achieve continence when they exhibit signs that they are ready. This will be achieved through modelling, positive praise, working with parents and having high expectations. In addition to this, a child's key worker/ familiar member of staff will ensure that nappy changing times are relaxed and a time to promote increasing independence.
- We are taking into account the Early Years Framework and the National Curriculum requirements, and have developed the curriculum in consultation with parents, pupils and staff, taking into account the age, needs and feelings of pupils. If children ask questions outside the scope of this policy, staff will respond in an appropriate manner, so they are fully informed and don't seek answers from inappropriate sources online.

Protection for Staff

- As far as possible, nappy changing procedures will be carried out by a member of EYFS staff/ allocated support staff.

Protection for that person will be undertaken in the following ways:

- This policy will be shared with staff who will be responsible for undertaking nappy changing duties. This is an essential aspect of ensuring that all relevant staff are trained in what the policy and procedures should be. Staff will follow good working practices which comply with Health and Safety regulations.

- Staff will discreetly inform other key workers that they are taking a child to the toilet to change.
- Each instance of intimate care will be recorded by the adult who completed it. Details recorded will include:
 - what personal care tasks were carried out
 - by whom
 - who was informed about the care
 - the time and date it was completed
- If a situation occurs that causes a member of staff concern, a second member of staff will be called, and the incident reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the academy's designated safeguarding lead (DSL) immediately.
- Staff will be specifically trained in the area of Intimate/Personal care for children with specific needs.
- To ensure the safe moving and handling of children, children will use 'steps' to independently climb onto the changing area, with support provided, if needed or will ensure that the child is securely on the bed before it is raised or lowered.
- Staff are aware that if young children are left in wet or soiled nappies / 'pull ups' for long periods when at the academy, this may constitute neglect and will be a disciplinary matter as academies have a 'duty of care' towards children's personal needs. The parent/ guardian signs a 'Nappy changing agreement' form (Appendix 7) when the child first starts the academy.

The Protection of Children

- Child Protection and Safeguarding Procedures are accessible to staff and adhered to.
- Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.
- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate senior leader/ Designated Safeguarding Lead. A clear record of the concern will be completed on CPOMS/My Concern and will be referred to children's social care if deemed necessary. Parents/carers will be asked for their consent or will be informed that a referral is necessary prior to it being made, unless doing so is likely to place the child at greater risk of harm.
- If a child becomes distressed, unhappy or refuses to allow a particular member of staff to provide intimate care, the matter will be dealt with sensitively. Parents/ carers will be contacted by the class teacher, phase leader or a senior leader at the earliest opportunity as part of this process in order to reach a resolution and to ensure the child can be cleaned and supported swiftly. The issue will be looked into and outcomes recorded. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs and dignity 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 as stated in the Child Protection and Safeguarding Policy.

Roles and Responsibilities

The Board of Trustees delegated to the CEO

The Board of Trustees will ensure adequate resources are made available to ensure this policy can be implemented fully. They delegate approval of the Intimate Care Policy for The Harmony Trust to the CEO who will hold the Executive Principal/ Principal in each academy to account for its implementation.

The Executive Principal/ Principal

The Executive Principal/Principal is responsible for ensuring that the Intimate Care Policy is followed by all staff in the academy through monitoring. This may be delegated to a senior leader, responsible for EYFS and also the SENCo in respect of children with SEND.

Staff

Staff are responsible for following the policy at all times and highlighting any concerns to their DSL/ Executive Principal/Principal/ Head of Academy immediately. Staff undertaking intimate care for a child/ children must advise the Early Years Lead and/or SENCo if any equipment or resources that need to be used, are faulty or damaged immediately, so that this can be addressed quickly. Designated staff will work with parents/ carers to complete & regularly review the 'Individual Intimate Care Plan' (Appendix 2.) An IHCP (individual health care plan) will be completed by designated staff/ SENCo for pupils with additional, specific needs.

Pupils

Pupils should be encouraged where possible to support in their own intimate care process – e.g. taking shoes and lower clothing off, bringing their bag with clean nappies/ pull ups and sundries to the changing area, etc. For pupils with specific, additional needs, an IHCP (individual health care plan) may be drawn up to address their intimate care needs, with support from appropriate agencies where this is appropriate.

Parents/Carers

Parents/ carers should be fully aware of the intimate care policy and procedures in place. They must complete both the 'provision of care agreement' and the 'nappy changing agreement' (found in appendices 6 and 7) Parents/ carers will also be involved with the 'Individual Intimate Care Plan' (Appendix 2.)

Parents/ carers are responsible for ensuring the following;

- Understand and agree the procedures that will be followed when their child is changed at the academy.
- Supply clean nappies/ pull ups, wipes and sundries that will be used and applied as necessary.
- Understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health.

- Send their child in nappies/pull ups or protective underwear / waterproof pants until they are dry and clean the majority of the time.
- Ensure a spare set of clothing is provided in their child’s bag. (See Appendix 7)

Training

Staff who undertake intimate care should receive training regularly re the policy. This will take place as part of staff induction for relevant staff (EYFS & SEND support) and also as an annual refresher to ensure that the policy is fully understood and adhered to.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people based on their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe it is in line with the Equality Act 2010 and it is fair, it does not prioritise or disadvantage any pupil and it helps to promote and encourage equality in our academies.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with each Academy’s Data Protection Policy.

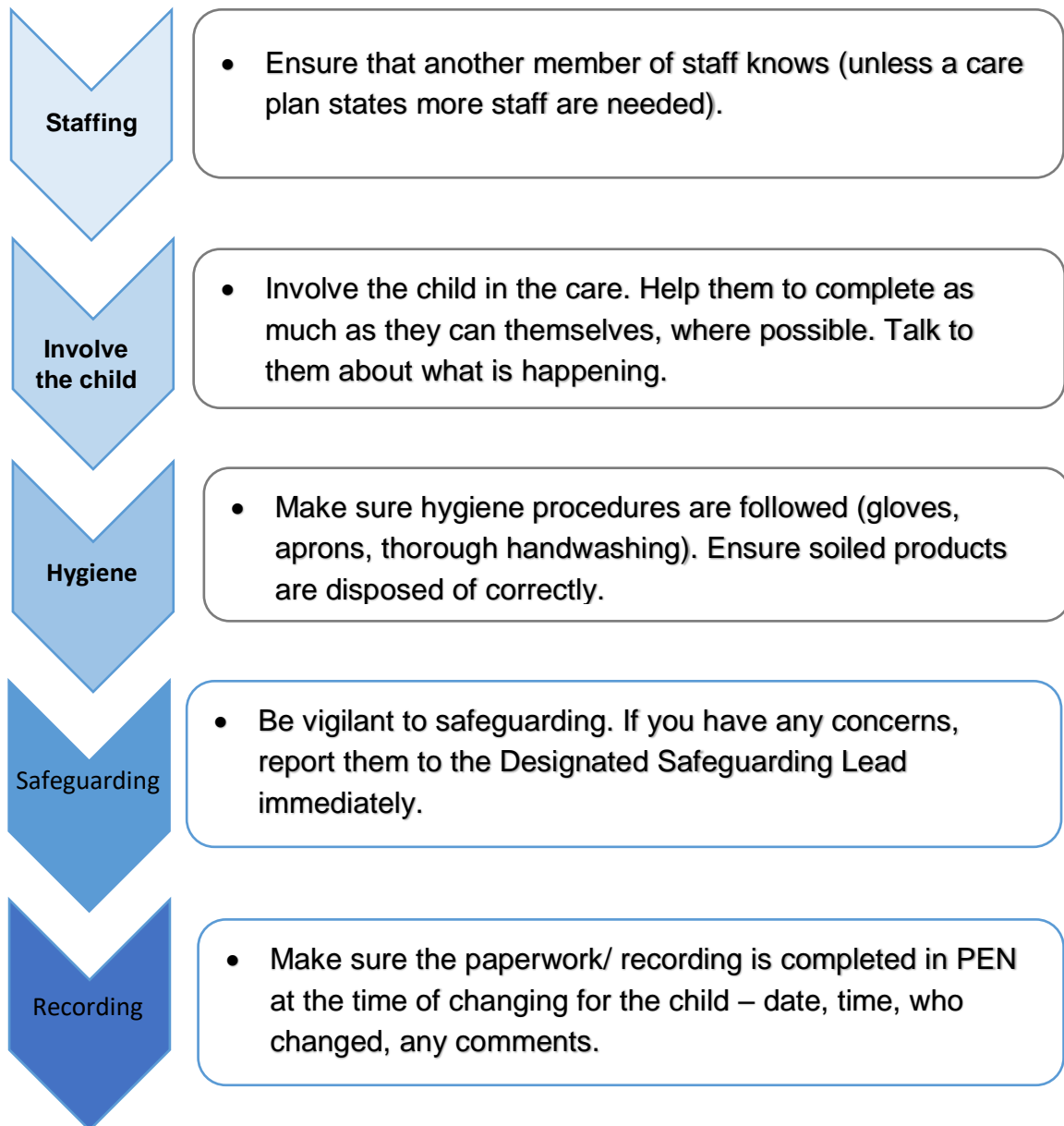
Data Audit for This Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Intimate Care (Including Nappy Changing) Policy	Personal data which may / will include : name, medical status & plans, DOB, contact details, parent / carer details etc.	Trust requirement to be retained for internal monitoring & compliance/ standards of care	EYFS leader as required as part of the EYFS monitoring External Agencies (Esp. Health) Senior Trust Staff (Where Required for Monitoring, HR and Other	Kept on file at academy by EYFS leader	As outlined in the Trust retention guidance and policy

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
		✓

Appendix 1 - INTIMATE CARE FLOWCHART

PROCEDURE TO BE FOLLOWED WHENEVER A CHILD REQUIRES INTIMATE CARE:



Respecting the child's dignity is paramount. If there are any concerns, please raise them with the DSL/ Executive Principal/ Principal/Head of Academy immediately.

Make sure you have read and understand the Intimate Care Policy, the nappy changing policy and have received training prior to undertaking any intimate care.



Appendix 2 - Individual Intimate Care Plan

Academy Logo

Name of child:	Class:
Staff involved:	
Date of plan:	Review date:

Nature of intimate care:	
Equipment required:	
Location:	
Support needed:	Frequency of support:

Working towards independence

The Academy will	Parents/ Carers will	Child will try to

Review notes/ Achievements with dates
--

Parent/ Carer signature:

Staff signatures:

Appendix 3 - Changing procedures followed by Staff

- Prepare the changing mat by cleaning it with antibacterial spray. Some children may stand up for a nappy change (especially where pull ups are worn.)
- Ensure the following items (which have all been provided by the parent/guardian) are ready before changing a child's nappy; clean nappy, wipes and nappy cream if required. (N.B - where cream is used the child should have their own named cream and written permission obtained from the parent/guardian).
- Approach the child and say or sign that it's time for a nappy change.
- Wash and dry your hands and put on a pair of disposal gloves and a disposable apron. (N.B - staff must put a fresh set of gloves and apron on for every child that has a nappy changed.) The correct donning procedures must be followed. See Appendix 8
- Support the child on to the nappy changing unit using the 'steps' (where this is needed in the academy,) or ensure that the child is securely on the bed before it is raised. Staff must not lift the child onto the changing bed.
- Remove the child's clothing to access the nappy. Encourage the child to help with this if they are able to.
- Staff members will then remove the child's nappy/pull ups and clean the area, always from front to back using wipes and only cream provided by the parents/carers. The member of staff must ensure the child is clean and comfortable by putting on a clean nappy/pull up and a clean set of clothes if required.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand. As part of the 'Nappy changing agreement' (Appendix 7) parents/ carers are asked to ensure a spare set of clothing is provided in the child's bag.
- The staff member must then wash the changing table after each use. This is either using an antibacterial 2 in 1 spray (spray once and wipe/dry then respray) or alternatively wash with warm soapy water, dry and then spray with an antibacterial spray and dry.
- Soiled nappies will be placed into a tie handle bag then placed into the designated nappy bin.
- The staff member must then place the used gloves and apron in the bin provided and wash their hands with liquid antibacterial soap and running water and then dry them on a disposable paper towel. The correct doffing procedures must be followed. See Appendix 8
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the nursery room/classroom to continue with their activities / play/ learning.

Appendix 6 – Provision of Care Agreement



Date:

Dear Parent/ Carer,

If a child wets or soils themselves while they are at our academy, it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years and SEN staff are experienced and trained at carrying out this task if you wish them to do so. If preferred, the academy can contact you or your emergency contact who will be asked to attend without delay.

The Harmony Trust has an Intimate Care Policy which is available to view on our website, or please ask for a copy from the office.

Please fill out the permission slip below stating your preference.

Name of child..... Class.....

Please tick as appropriate:

- I give** consent for my child to be changed and cleaned by Early Years' /SEN staff if they wet/soil themselves while in the care of this Academy.

- I do not** give consent for my child to be changed and cleaned if they wet/soil themselves. The academy will contact me, or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signed..... Date:.....

Appendix 7 – Nappy Changing Agreement



Date:

Dear Parent/Carer of _____,

We will change the nappy/pull up of your child according to the process described below. It is important that your child arrives at nursery/ the academy in a clean nappy/pull up.

The procedure will be carried out as follows:

- * Wipe the mat with antibacterial spray and paper towel.
- * Assemble items that will be required (wipes, cream, nappy/pull up etc).
- * Place a nappy sack ready to receive soiled nappy/pull up.
- * Wash hands and put on disposable gloves and apron.
- * Support the child to independently get onto the changing bed in a safe manner.
- * Remove the required clothing from the child.
- * Remove soiled nappy/pull up and clean as required.
- * Dispose of soiled nappy/pull up in nappy sack that was previously prepared.
- * Check the child is clean and happy. Remove clothes if they are soiled and need changing.
- * Put on clean nappy/pull up, using cream if provided by parent/carer.
- * Redress the child and check that they are comfortable.
- * Support the child from the changing mat.
- * Remove gloves after disposing of nappy/pull up in the appropriate bin.
- * Clean changing area using an anti-bacterial spray and wash hands.
- * Encourage and support the child to wash their hands.
- * Complete the Nappy Changing Record, including initials of 2 staff members.

It is the responsibility of the parent(s)/carer(s) to provide the wipes, nappies/pull ups and a set of spare clothing. Only cream provided by a parent/carer can be applied and a consent form must be signed.

Parent/Carer Consent/Agreement

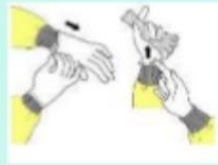
- ✓ I agree to my child having their nappy/pull up changed as indicated above.
- ✓ I will send my child to nursery/school in a clean nappy/pull up.
- ✓ I will supply all nappies/pull ups, wipes, creams and disposal bags as required for the changing of nappies/pull ups for my child.
- ✓ I will ensure a spare set of clothing is in their nursery/ school bag.

Signed.....

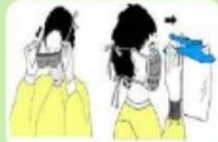
Parent/Carer of..... Date:.....

Appendix 8 – Guide to donning and doffing standard Personal Protective Equipment (PPE)


SEQUENCE FOR REMOVING PPE

 **GLOVES**


- Grasp outside of the glove with opposite gloved hand; peel off
- Slide finger of ungloved hand under remaining glove at wrist.

 **PROTECTIVE EYE WEAR OR FACE SHIELD**

- Outside the eye protection or face mask is contaminated
- To remove handle by head band or eye pieces.

 **GOWN**

- Unfasten the ties
- Pull away from neck and shoulder touching only the inside.

 **MASK**

- Do not touch front of the mask since contaminated
- Grasp bottom ,then top ties and then remove.

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between

1

Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.



2

Perform hand hygiene using alcohol hand gel or rub, or soap and water.



3

Snap or unfasten apron ties the neck and allow to fall



Once outside the patient room. Remove eye
Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

Once outside the patient room.
Remove eye



Perform hand hygiene using alcohol hand gel or rub, or soap and



Remove surgical



Now wash your hands with soap and water.



Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

1

Put on your plastic apron, making sure it is tied securely at the back.



2

Put on your surgical face mask, if tied, make sure it is securely tied at crown and nape of neck. Once it covers the nose and mouth, make sure it is extended to cover your nose and chin.



3

Put on your eye protection if there is a risk of splashes.



4

Put on non-sterile nitrile gloves.



5

You are now ready to enter the patient area.

