

## Early Years Intimate Care Guidelines

### Aim

At Tenby Setia Eco Park, the safety and wellbeing of all children is always our priority. We are committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a safe and professional manner, putting the child's dignity and wellbeing first.

While we ask that all children who enroll in our Early Years Centre are fully toilet trained, we recognise that with regards to toileting, children can regress, particularly during times of stress or change. We also recognise that any young child may have a toileting accident. Therefore, these guidelines set out how we support and supervise Early Years pupils who are carrying out self-toileting as well as instances where children require intimate care such as toileting and changing of clothing.

**Definition of Intimate Care** Intimate care is any care which involves washing, touching or carrying out a procedure invasive to privacy to intimate personal areas. Examples include care associated with continence and toileting as well as more ordinary tasks such as help with washing or bathing.

Throughout these guidelines, we are considering Early Years situations where the adult is carrying out intimate care for/with the child, where the child is managing their own intimate care with adult direction or where the child is carrying out their own intimate care and the adult is supervising.

### Our policy:

All staff who provide Early Years intimate care will:

- Have a good knowledge and understanding of Child Protection and Safeguarding. Training will be given regularly through ongoing CPD.
- Ensure that the care they give treats the child with dignity and respect and does not cause any distress to a child.
- Take part in Health and Safety training.
- Will be employees of ISP-Tenby SEP and therefore have the correct employment checks or will be PLAs employed by the family with appropriate checks done by/evidenced to school and with permission from family to carry out intimate care duties.
- We will never ask/allow students, volunteers, other parents or any other adults to carry out intimate care.
- Create a specific care plan, with parental involvement, for any child with an ongoing toileting and intimate care need above and beyond support with self-toileting. In this instance, we will also consult the School Nurse for advice.

When supervising/carrying out intimate care, staff will:

- Communicate carefully with a child when providing intimate care, ensuring they feel safe and happy throughout.
- Listen to a child's preferences and needs before carrying out any care.
- Encourage the child to do as much as possible for themselves, with direction from the adult.
- Inform another member of staff before going to assist a child and never give care behind a closed door.
- Always be in the vicinity of a second member of staff and within their sight/hearing (whilst respecting the child's privacy).
- If a situation arises that causes concern to the staff member, they should call the other member of staff for assistance and, if necessary, report and record the incident.
- Never have a mobile phone, camera or similar device with them whilst carrying out intimate care.
- Always wear PPE as appropriate (e.g. disposable gloves and an apron) when assisting a child with soiled clothing.
- Ensure the area is cleaned with detergent and cleaning spray after care is given.

Wherever possible, a child's key person, teacher or a support staff member will provide support with toileting and intimate care. A child will never be supported by an adult who is unfamiliar to them.

Soiled clothing and PPE:

- Soiled clothing will be placed in sealed plastic bags to be returned to parents.
- Soiled disposable pants or nappies, gloves and aprons will be bagged and placed in the bin. Bins will be emptied regularly throughout the day.

### **Child Protection**

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. They must immediately report their concerns to the Designated Safeguarding Lead.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines they must report this to the Designated Safeguarding Lead as soon as possible.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

The Tenby SEP Whistleblowing Policy is a means for staff to raise concerns relating to their peers. The management supports this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children at the nursery. If a member of staff has a concern about the behaviour of an adult, they should raise it with the Head of School or Campus Principal.

If an allegation is made against a member of staff, the setting will follow the procedure outlined in the Whistleblowing Policy.