Nexus Education Schools Trust

Intimate Care Guidance

Date: May 2024

Review Date: May 2025

Nest Nurseries Intimate Care Guidance

The following is guidance on how we manage intimate care of pupils when they wet or soil themselves.

1. We comply with our duties and responsibilities under the Equality Act (2010) and Keeping Children Safe in Education (2023)

2. We aim to ensure that all staff responsible for intimate care undertake their duties in a professional manner.

3. Staff work in close partnership with parents/carers to share information and provide continuity of care.

What is intimate care?

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of children involved in intimate self-care.

Role of Staff Involved in Intimate Care

1. The member(s) of staff involved need to wear protective clothing. Aprons and gloves, together with other equipment needed, are stored in the following places:

   - Disabled/Staff Toilet
   - Children's Toilets

2. Staff will encourage each child to do as much as possible for him/herself if they are able to. Children who require regular intimate care due to a specific medical or developmental barrier will have a written care plans agreed by Nursery Teacher, parents/carers, and other professionals involved. These plans will include a full risk assessment and will address issues such as moving, handling and personal safety of the child and carer. Any historical concerns such as past abuse, should be noted and taken into account

3. Staff may support a child individually with intimate care as long as they have an enhanced DBS check and follow procedures. They should inform another member of staff that they are going to assist a child with intimate care.

How to Manage a Child who has Wet or Soiled Him/Herself

Wetting and Soiling

The child will need reassurance and may need adult help to change and clean themselves. Ideally this should take place in the toilet area with one member of staff assisting and another at a discreet distance. Some children may have the independence and physical skills to do this more independently.

- Wear plastic gloves.
- Supervise child as he removes wet/soiled clothing.
- Assist child in putting wet/soiled clothing into a plastic bag.
- Hand wet wipes to child to allow child to clean himself. If they need adult support to be clean, the adult will talk through sensitively with the child that they are going to help them get clean and talk through as they clean their body parts.
- Supervise/Help child in putting on clean clothing.
- Tie plastic bag with wet/soiled clothing in and put on child's peg.
- Ensure the parent is informed before the child goes home of the intimate care given and why.

From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a child's body. It may be unrealistic to expect to eliminate these risks completely but in Nest Nurseries best practice will be promoted and all adults will be encouraged to be vigilant at all times.

If a member of staff has any concerns about physical changes in a child's presentation, eg unexplained marks, bruises, soreness etc, s/he will immediately report concerns to the Nursery Teacher (Mrs Hutton, Safeguarding Lead) or Mrs McGery (Deputy Safeguarding Lead) who are the designated senior persons for child protection. A clear written record of the concern will be completed and a referral made to Children's Services Social Care if necessary, in accordance with inter-agency procedures. Parents will be asked for their consent or informed that a referral is necessary prior to it being made, unless it is considered that to do so will place the child at risk of harm.

If a child becomes distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Head of Nursery. The matter will be investigated at an appropriate level and outcomes 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 issue(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 an adult working at the Nursery, this will be investigated by the Head of Nursery (or by the CEO of NEST Trust if the

concern is about the Head of Nursery) in accordance with the agreed procedures.

Any adult who has concerns about the conduct of a colleague at the Nursery or about any improper practice will report this to the Head of Nursery or to the CEO of NEST Trust if the concern is about the Head of Nursery.

Record Keeping

It is good practice for a written record to be kept in an agreed format every time a child requires assistance with intimate care, including date, times and any comments such as changes in the child's behaviour. It should be clear who was present. These records will be kept in the child's file and available to parents/carers on request.

Informing Parents

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg has had an "accident" and soiled him/herself.) It is recommended practice that information on intimate care should be treated as confidential and communicated in person or by telephone. The member of staff concerned needs to pass a copy to the nursery teacher.

How to Manage Other Bodily Fluids/Vomit/Blood

The Premises Manager is responsible for cleaning up other bodily fluid. Ensure that the area of spillage is enclosed by chairs so that others cannot come in contact with it.

Report on Intimate Care

Child's Name: ……
Room: ……..…

Adult(s) involved in supporting the child:
……
…….

What happened:

The above named child soiled/wet himself/herself.	☐
They cleaned themselves.	☐
They needed help to clean themselves.	☐
They dressed and undressed themselves.	☐
They needed help with dressing and undressing themselves.	☐

Where:

Main Room	☐	Toilet	☐
Garden	☐	Entrance	☐

Date: …… Time: …….

Signed: …….. Date: ……..

Copy to Parent/Carer.
Copy to Nursery Teacher.