



Regent House Preschool

Intimate Care Policy 2023

All Preschool staff provide intimate care to children as required and all staff have completed child protection training. The Preschool has a Staff Code of Conduct in place and staff will undertake their duties in a professional manner at all times.

The Preschool staff will work in partnership with Parents/Carers to meet each child's individual needs and help them gain independence with their toilet routine.

Statement of Intent

We understand the difficulties that some children may have in adjusting to their new surroundings, especially when it comes to making use of the toileting facilities. It is Preschool policy that all children who attend must be out of nappies and have some degree of independence when using the toilet. Assistance is available if and when necessary, and we have guidelines set in place that all staff follow.

We ask for a spare change of clothes to be kept in Preschool for toileting 'accidents.' We will also have our own set of spare clothes to be used if there are no personal changes left. We ask that once a spare change of clothes is sent home as the result of an accident, that a new set is sent in the following day.

No child should be attended to in a way that causes distress or pain. To promote self-help skills and independence, children will be encouraged to toilet fully independently. The exception being children with a statement of additional needs, in the stage of assessment, or with a specific medical need. The child will be evaluated and treated on an individual basis, having discussed their particular requirements with the Parent/Carer responsible for the child. There may be times when a child will require adult support with changing and care. Parent/Carer consent for this will be sought prior to the settling-in process and this consent permits staff to change children as necessary.

All Preschool children may occasionally have toileting 'accidents' and staff willingly deal with these. However, if a child had to be frequently changed, then the staff will discuss this matter with their Parent/Carer to agree a plan of action that meets the needs of the individual child. This is to ensure the safety and welfare of all children in the setting.

Any child who has a 'little accident' will be treated with care and dignity.

Staff Code of Conduct

All actions concerning children must uphold the best interest of the child as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust and their behaviour towards the children in their charge must be above reproach. Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others, or property from harm.

The following procedures must be observed at all times:

- a) Only children whose Parents/Carers have given permission for them to be changed may be changed. The Parent/Carer of those for whom parental consent has not been received should be telephoned instead. A list of any children who may not be changed will be clearly sited for all staff to check.
- b) Due to the difficulty supervising the rest of the class, two members of staff will not always be present when a child is being changed, however the member of staff changing the child will alert the other staff member prior to starting to change the child.
- c) To provide visual access, the bathroom door should remain open at all times.
- d) While every attempt should be made to give the child privacy and preserve their dignity, other children will not be barred from the bathroom during changing.
- e) Staff must wear disposable gloves when changing a child.
- f) A child should be encouraged to remove the clothes to be changed by him/herself, where possible.
- g) If required, children will be given a wipe to freshen themselves.

- h) Children should be encouraged to dress themselves with help being given when necessary. As hygiene is very important, the children will be asked to wash their hands after using the toilet.

- i) A note of the change must be entered on the Intimate Care Record Book and signed by the staff member. Wet/soiled clothes are to be placed in a bag and the Parent/Carer informed at the close of the session.

- j) A child who is asking for help in the toilet should be encouraged and directed how to clean him/herself where possible. Where intervention is necessary, the other member of staff should be alerted, and the Intimate Care Record Book signed by the staff member on completion.

- k) Should a child be heavily soiled and in need of a full wash, home should be contacted, and the child should be collected and taken home from school to be made more comfortable.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:

16/09/22

14/05/23

Approved by BOG:

29/09/22

30/05/23

21/09/23

This policy was formally adopted by Regent House Preschool in June 2023 and applies to all persons acting on behalf of Regent House Preschool.

Signature.....Registered Person in Charge

Signature.....Preschool Manager