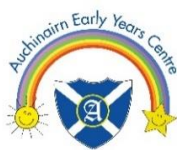


Auchinairn Early Years Centre



Intimate Care Policy

All children at Auchinairn Early Years Centre have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the centre. 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 Safeguarding Policy, Health and Safety Policy and Administering of Medicine policy.

This policy supports the Child Protection and Safeguarding Policy Education Scotland 2018.

At Auchinairn EYC we value, celebrate and fully embrace to the principles of equality, diversity and inclusion. This requires us all to recognise and respect each other's differences. Creating an inclusive work environment where we all feel a sense of belonging helps us to do our best work, which results in the best possible outcomes for children in our care.

At Auchinairn EYC will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day-to-day activities.
- No child with a named condition that affects personal development will be discriminated against.
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence.
- Adjustments will be made for any child who has delayed continence.

Intimate care: It covers any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with parents/carers: The child`s key worker/s works in partnership with parents/carers to share relevant information and provide continued care appropriate to the needs of the individual child.

We ask parents/carers to provide a change of clothes if a child regularly needs to change during the centre day. We ask parents/carers to provide:

- spare nappies (if needed)
- wet wipes
- change of clothes/underwear (a few sets of clothes if potty training)

Nappy changing/ wet accident procedures:

- Children who need personal care are changed by a staff member from their key group. The staff member changes children's nappies while another staff member stands at the door.
- All children are changed in the children's toilets/changing room on the changing mat with the door ajar and another member of staff at the door. (The mat is covered with Nappy changing procedures)
- Children are changed as and when necessary.
- All children are changed in the children's toilets on the changing mat with the door ajar. The mat is cleaned before and after the changes.
- Staff will wear a fresh pair of disposable gloves and a disposable apron for each nappy change.
- Soiled nappies are bagged and placed in the designated nappy bin.
- The changing mat is wiped down with antibacterial wipes/spray after each nappy change.
- Staff and child will wash their hands and dry them immediately after completing task.
- Staff will inform parents/carer at the end of the day about the nappy changes throughout the day. Toileting 'accidents' procedures
- When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it.
- When intimate care is given, another member of staff should be at the open door.

- Staff 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
- Staff will wear a fresh pair of disposable gloves when carrying out intimate care tasks. Disposable aprons will also be used, changed after each child.
- Staff and child will wash their hands and dry them immediately after completing task.
- Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself). This information will be treated sensitively.

Safeguarding

- A child will only ever be changed or cleaned by an employed member of staff.
- All staff employed in the centre have an enhanced PVG Disclosure.
- Staff who provide intimate care have all received Safeguarding training (and, if appropriate, Moving and Handling training).
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. One child will be cared for by one staff member and another staff member in the toilets.
- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) he/she will immediately report concerns to the Head or Depute Head of Centre
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Record keeping:

- Nappy record sheet and communication sheet is used for wet/soiled accidents. Intimate care arrangements will be discussed with parents/carers on a regular basis

A quality framework of children, child-minding and school –aged children

February 2022 – 1.2

UNCRC – 3, 6, 34

<https://www.careinspectorate.com/index.php/site-search>

HGIOELC – 2.1, 3.1

Health and Social Care Standards – 1.1, 1.4, 5.2, 5.4,

Realising the Ambition – 3.2, 3.4

Signed:

May 24