**New Lodge Nursery School**

**Intimate Care Policy**

All staff are responsible for providing necessary intimate care to children and have completed child protection training. The school has implemented a Staff Code of Conduct to ensure that all staff members perform their duties professionally and in a manner that does not cause distress or pain to any child.

To promote self-help skills and independence, children will be encouraged to use the toilet independently. However, there may be situations where children require assistance with changing and care. Prior to the settling-in process, parental consent will be sought for such assistance, allowing staff to provide necessary care when needed.

All instances of intimate care support will be documented by the staff member responsible for attending to the child, and parents or caregivers will be informed of any clothing changes. Parents will provide a supply of spare clothes for children to ensure they can be changed and made comfortable. In cases of severe soiling, parents or caregivers will be contacted, and arrangements will be made for the child to be collected, taken home, and cleaned for their comfort.

Staff members are expected to adhere to a Code of Conduct that places the best interests of the child as the top priority. Staff should always be aware of their position of trust and ensure their behaviour towards children is beyond reproach. Physical contact with a child should only occur if it is necessary to protect the child, others, or property from harm, and only with the consent of parents.

Specific procedures include:

a) Only children whose parents have granted permission may be changed; otherwise, the parent or caregiver should be contacted.

b) When possible, changing of children will be completed in the presence of 2 staff members. If this is not possible, the appropriate staff member will inform other staff that they intend to change the child. They will also inform staff that changing has been completed.

c) The bathroom door should remain open to provide visual access.

d) While preserving a child's privacy and dignity is important, other children will not be prohibited from using the bathroom during changing.

e) Staff members must wear disposable gloves and an apron during the changing process.

f) Children should be encouraged to remove their clothes by themselves whenever possible.

g) If necessary, children may be given a baby wipe for freshening.

h) Children should be encouraged to dress themselves, with assistance provided when required.

i) Changes should be recorded in the intimate care record book, signed by the staff member, and wet or soiled clothes placed in a bag in the child's box, with a copy of the record sheet. Parents or caregivers will be informed at the end of the session.

j) Children seeking assistance in the toilet should be encouraged and guided on how to clean themselves independently whenever possible. If intervention is necessary, the other staff member should be alerted and informed upon completion.

k) In cases of heavy soiling requiring a full wash, parents or caregivers will be contacted, and arrangements will be made for the child to be collected and taken home for comfort.

Monitoring and evaluation of this policy will occur in accordance with the school's policy review schedule.

Review Date

This Policy is to be reviewed every two years following initial ratification

by Board of Governors: November 2023

Review Comments

|  |  |
| --- | --- |
| Review Date | Comments |
| September 2023 | Draft Policy developed Version 1.0 |
| November 2023 | Policy Ratified Version 1.0 |
| November 2025 |  |