

QUEEN'S UNIVERSITY BELFAST

Childcare Services

Intimate Care Policy

1. Intimate Care is defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene. This policy is designed to act as a reference for anyone with responsibility for the intimate care of the children at the Childcare Service and outlines the guidelines for best practice.

Intimate Care is discussed with all employees during their induction and staff receive regular supervision and appraisal, which are used to identify any areas for development or further training. All staff receive safeguarding training which is updated every three years. The safeguarding lead practitioners update their training every two years.

The aim of the toileting and personal care programme is to work in partnership with the parents to help the child develop a healthy interest in and an understanding of how to look after his/her own personal needs and to take account of child protection issues.

2. Practice

- 2.1 All staff wear protective gloves and aprons for nappy changes, administering first aid or for assisting a child with intimate care. We will not be wearing or using additional PPE other than what is normally used in daily hygiene routines. Staff will wear additional PPE if they are dealing with a child who is symptomatic or they are dealing with a large volume of bodily fluids (Face coverings/eye protection).

- 2.2 Waste PPE should be disposed of in dedicated waste PPE bags/bins located around the setting. When full, the bag should then be placed inside a second bin bag and tied.

- 2.3 Only staff who have satisfied necessary vetting procedures are permitted to supervise toilet routines.

- 2.4 A staff member must report to another member of staff before leaving the main room to take a child to the toilet. The same member of staff will not continually carry out this duty.

- 2.5 Staff will respect the child's privacy and cultural beliefs at all times and will encourage independence and good hygiene habits.

- 2.6 Every child is to be treated with dignity and respect. Privacy is ensured, appropriate to the child's age and situation. There are separate toilets for the children's use with doors.

- 2.7 When a child is fairly independent in using the toilet, staff will encourage him/her to do as much for him/herself as possible but be available to provide any help requested. All help will be explained to the child and be given with the child's consent.

- 2.8 Any abnormalities or concerns will be reported to the Manager.

- 2.9 In the event that a child's clothes need to be changed, staff will encourage the child to do as much for him/herself as possible but be available to provide any help requested. All help will be explained to the child and be given with their consent.
- 2.10 A child's clothing will only be changed if they:
- 2.10.1 Become wet / soiled through play.
 - 2.10.2 Have a toilet accident.
 - 2.10.3 Are sick.
 - 2.10.4 Are in unsuitable clothing ie too hot / cold.
 - 2.10.5 Have clothing soiled / stained by food or drink.
- 2.11 Parents will be informed by staff as to the nature of the accident and who helped the child.
- 2.12 A small store of spare clothes is held for use in these circumstances. We would ask parents to wash and return these promptly.
- 2.13 During messy/creative activities children may have jumpers/cardigans removed to prevent garments becoming wet or soiled with no other items of clothing being removed.
- 3 All staff must ensure that they protect themselves by following these guidelines:
- 3.1 Always tell another member of staff when attending to a change or accompanying a child to the toilet.
 - 3.2 Always ensure that the child's privacy is protected.
 - 3.3 Always ensure that you are visible to other members of staff.
 - 3.4 In some instances, it may be necessary for two members of staff to change a child if the child gets distressed when being changed.
 - 3.5 Always wear protective gloves and aprons and dispose of nappies in the yellow sacks.
 - 3.6 Always wash hands thoroughly after supporting a child with intimate care, following the guidelines on effective handwashing within Best Practice Advice for Nurseries and Childcare Settings.

4. Physical Contact

At Childcare Services we care for very young children. There will be times when staff are required to have close physical contact with a child. It is important for the children to feel safe, secure and loved in their environment. We understand that children can react differently to physical contact and staff will respect this.

Staff have received training in safeguarding and child protection.