



Name:	Date written:
Intimate Care Policy	2021
Written by/Reviewed by:	Review Date:
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Policy Statement

This Intimate Care Policy has been developed to safeguard children and staff at Young Friends. The policy applies to everyone involved in the intimate care of children.

Aims and Purpose

At Young Friends we believe that staff involved with the intimate care of children need to be sensitive to their individual needs.

Parents have a responsibility to advise nursery staff of the intimate care needs of their child when they are first entrusted to us, and to inform the nursery if/when anything changes. Nursery employees have a responsibility to work in partnership with children and parents. However, we are reliant on the information given by parents/carers so it is important that the nursery is given the correct information for the well-being of each child. Staff must ensure they are never lone working while carry out intimate care.

Applicability

Staff
Parents

Definition of Terms

Intimate care may be defined as any activity required to address the personal care needs of each individual child.

With regards to nursery activities, intimate care can include:

- o Feeding
- o Oral care
- o Washing
- o Dressing/undressing
- o Toileting/nappy changing
- o Photographs
- o Supervision of a child involved in intimate self-care

Overview

Principles of Intimate Care
Vetting
Nursery Responsibilities
Guidelines For Good Practice

Procedures

Principles of Intimate Care

The following are the fundamental principles on which this policy is based:

- **Every child has the right to be safe**
- **Every child has the right to personal privacy**
- **Every child has the right to be valued as an individual**
- **Every child has the right to be treated with dignity and respect**
- **Every child has the right to be involved and consulted in their own intimate care to the best of their abilities**
- **Every child has the right to express their views on their own intimate care and to have such views taken into account**
- **Every child has the right to have levels of intimate care that are as consistent as possible**

Vetting

All staff working with children have been thoroughly vetted by the nursery. This includes students on work placement and volunteers. Only staff who have their DBS checks in place will undertake the intimate care of children.

Vetting Includes

- **A detailed application form**
- **Thorough interviews and trials**
- **Thorough pre-employment checks**
- **DBS checks**
- **Two independent references**
- **A 3-month probation period**

Managers ensure that all staff undertaking the intimate care of children are familiar with, and understand this Intimate Care Policy together with associated national Policies and Procedures.

Nursery Responsibilities

- **All employees are trained during their inductions in the specific types of intimate care that they will need to carry out**
- **All employees fully understand the Intimate Care Policy within the context of their work**
- **The nursery ensures that all intimate care arrangements are agreed by the nursery, parents / carers and child (if appropriate and necessary) and recorded in the child's personal and secure file**
- **Consent forms are signed by the parents / carers e.g. for application of creams etc. before a child is left in our care**
- **Staff will not undertake any aspect of intimate care that has not been agreed between the nursery, parents / carers and child (if appropriate)**
- **The nursery will make provisions for emergencies i.e. if a key person is on sick leave. Additional trained staff will always be available to undertake specific intimate care tasks.**

- o The nursery will endeavour to review special intimate care arrangements at least six monthly unless alerted by a parent/carer before this time. We expect parents to communicate changes before this time as most children's needs and wishes change frequently
- o The views of all relevant parties, including the child (if appropriate), will be sought and considered to inform future arrangements
- o If a staff member has concerns about a colleague's intimate care practice they will report this to their manager immediately (see Whistleblowing Policy)

Guidelines For Good Practice

The following guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

- We believe that all children have the right to be safe and to be treated with dignity and respect. We treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation
- We acknowledge that children with additional needs can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs
- We ensure our employees are aware that in rare cases, some adults may use intimate care as an opportunity to abuse children. Therefore, it is important to bear in mind that some care tasks / treatments can be open to misinterpretation.
- We involve the child in their intimate care
- We try to encourage a child's independence as far as possible in his / her intimate care. Where the child is fully dependent, we talk with them about what is going to be done and give them choice where possible
- We consistently check our practice by asking the child / parent any likes / dislikes while carrying out intimate care and obtain consent
- At nursery, naturally, a lot of care is carried out by one staff member with one child. The practice of providing one-one intimate care of a child alone is supported by the nursery. However, our bathroom doors are never shut and we communicate regularly on the radios. Staff know to keep their practice transparent at all times to ensure their own safety and that of the child.
- We have CCTV in each room with playback facility. This protects both children and staff.
- We make sure practice in intimate care is consistent. Children at nursery can have multiple carers therefore we acknowledge that a consistent approach to care is essential
- We ensure effective communication between parents / carers
- The nursery and its staff are aware of their limitations. Staff will only carry out care activities they understand and feel competent and confident to carry out. If in doubt they will always ask their line manager
- The nursery acknowledges that some procedures must only be carried out by staff who have been formally trained and assessed
- We use intimate care to promote positive self-esteem and body image. We acknowledge that confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse. The approach we take

to intimate care conveys lots of messages to a child about their body worth. We acknowledge that our attitude to a child's intimate care is important. Keeping in mind the child's age, our staff ensure that routine care, where possible, is relaxed, enjoyable and fun

- Staff know if they have any concerns they must report them, for example, if they observe any unusual markings, discolourations or swelling, including around the genital area.
- Our staff will also report and record any unusual emotional or behavioural response by the child.

Records of Concerns

- A written record of concerns will be made and kept in the child's personal file on Family, in the Notes Section.
- Staff will follow the nursery's reporting and recording procedures.
- Parents / carers will be informed about concerns when necessary.

Communication With Children

We acknowledge that it is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. We acknowledge that children communicate using different methods e.g. words, signs, symbols, body movements, eye pointing.

To ensure effective communication our staff will:

- o Ascertain how the child communicates e.g. consult with child, parent / carer and, if appropriate, communication needs must be recorded. If further information is required, they may need to consult with the child's Speech and Language Therapist (if they have one)
- o Make eye contact at the child's level
- o Use simple language and repeat if necessary
- o Wait for response
- o Continue to explain to the child what is happening even if there is no response

Treat the child as an individual with dignity and respect

External Links and Organisations

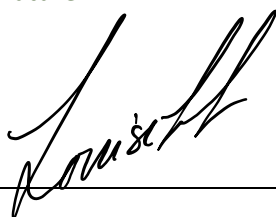
Brighton and Hove Safeguarding Children Partnership: [Home - BHSCP](#)

Relevant Policies and Documents

Safeguarding Children Policy
Communications Policy
Listening to Children Policy
Female Genital Mutilation Policy
Washable Cloth Nappies Policy

Authorisation

Signature:



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