**Newtown Community Preschool**

**Intimate Care Policy**

**Policy statement**

Newtown Community Pre-school is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

No child is excluded from participating in our pre-school who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

# Definition of Intimate Care

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene, dressing and toileting as part of a staff member’s duty of care.

# Our Approach to Best Practice

On joining the pre-school, all parents/carers are asked to sign a consent form allowing staff to carry out intimate care requirements should they be needed. Consent is required to carry out toileting procedures, cleaning and changing children where required and applying sunscreen.

The child who requires intimate care is treated with respect at all times; the child’s welfare and dignity is of paramount importance. We aim to keep the child safe and comfortable at all times and this includes the provision of intimate care.

The management of children with specific intimate care needs will be carefully planned. Staff who provide specific intimate care will be trained to do so. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. Individual intimate care plans will be drawn up, where necessary, for particular children as appropriate to suit the circumstances of the child.

Each child’s right to privacy will be respected. Careful consideration will be given to each child’s situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present.

Children will be changed away from other children, where possible, to protect privacy, however staff will ensure they comply to all requirements set down in our Safeguarding Policy throughout this procedure.

Specific intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child’s care plan if necessary. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Staff are able to support the toilet training procedure. A toileting plan can be drawn up, after consultation with parents/carers, and can be introduced within the setting. Staff will do their best to support and encourage the child, and will feed back progress on a regular basis. Parents/Carers can be offered advice on current best practise in order to support this process.

**Nappy Changing**

Please see our policy for nappy changing.

**Suncream**

Application of suncream

* Parental consent is sought for application of suncream by pre school staff, as part of Intimate Care permission upon registration
* We check on arrival whether the children have had suncream applied by parent/carer. If not, parents are offered Preschool’s suncream to apply before start of session. Preschool keeps daily checklists of all children who need suncream to be reapplied during the course of the day.
* Families are asked to bring in a bottle of suncream for their child if possible. According to current guidelines, these bottles are stored away from light and heat in the lunch trolley.
* Suncream is applied after lunch, 30 minutes before exposure to sun. We expect to use a tablespoon per child depending on clothing worn. This will be applied by an adult, encouraging the child to help if they are able.
* Parents are issued with guidelines for sun protection and how to choose the best sun cream for their child
* Staff will be alert to any child showing signs of overexposure to sun despite precautions being taken as described above. The child will be taken inside.

– see attached guidelines for updated procedures to application of suncream.

# The Protection of Children

Child Protection procedures will be adhered to. If a member of staff has any concerns about physical changes in a child’s presentation, e.g. marks, bruises, soreness etc, he/she will immediately report concerns to our Safeguarding Officer (Debbie Thomas). If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see our Safeguarding Policy for details).

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| This policy was adopted at a meeting of | Newtown Community Preschool |  |
| Held on | September 2017 |  |
| Date to be reviewed |  |  |
| Signed on behalf of the management committee |  |
| Name of signatory |  |
| Role of signatory (e.g. chair/owner) | Admin |