

## Howe Dell Day Care

### Intimate Care Policy

Policy adopted March 2015 review May 2026

#### **Statement of Intent**

Howe Dell Day Care implement care and education for children aged from 3 months to raising 5yrs. It is our intention to develop independence in each child at each stage of their development. Our intimate care policy has been developed to safeguard children and staff. Parents (The term 'parent' implies any person or body with parental responsibility such as foster parent or carer) Intimate care refers to any care that involves toileting, washing, changing or carrying out an invasive procedure to children's intimate personal areas following a nappy change and toileting incident. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

The principles and procedures apply to everyone involved in the intimate care of children.

#### **Our policy aims to ensure that:**

- ✚ 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 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.
- ✚ Intimate care is carried out appropriately and respectfully by staff, following any agreed care plans.
- ✚ The dignity, rights, and well-being of children are upheld and always safeguarded during intimate care.
- ✚ Children who require intimate care are supported without discrimination, in full compliance with the Equality Act 2010.
- ✚ Parents are reassured that staff are trained, competent, and knowledgeable in providing intimate care, with each child's individual needs carefully considered.
- ✚ Staff follow established guidelines covering health and safety, manual handling, and safeguarding protocols to ensure the safety and protection of both children and themselves.

#### **Legislation and statutory guidance**

This policy complies with statutory safeguarding guidance as stated in the DfE statutory guidance (Working together to Safeguard Children) and keeping children safe in education. It also complies

with the safeguarding and welfare requirements of Early Years Foundation Stage framework Sept 2025 the Disability Discrimination Act 2005 and the Equalities Act 2010.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents to provide continuity of care to children wherever possible.






### **Aim**

Howe Dell Day Care is committed to ensuring all staff responsible for the intimate care of children will always undertake their duties in a professional manner. Day Care recognises that all children must be treated with respect when intimate care is given. No child will be attended to in a way that causes distress or pain.

### **Good practice**

Providing intimate care is considered as a reasonable adjustment for children who are not toilet trained, not able to use the toilet independently, or need other help or assistance with intimate tasks. This is because failing to do so would infringe upon those pupils' rights to access education due to a disability, under the [Equality Act 2010](#).

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. Young children and children with additional needs (SEND) can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their needs.

-  Involve the child in intimate care
-  Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation
-  Make sure practice in intimate care is consistent
-  Be aware of your own limitations
-  Promote positive self-esteem and body image

All children will be taught personal safety skills appropriate to their level of development and understanding.

If a child becomes distressed or unhappy about being cared for by a particular member of staff during the provision of intimate care, the matter will be investigated, and outcomes recorded. Parents will be contacted at the earliest opportunity as part of this process to reach a resolution. Staffing assignment may be altered until the issue is resolved as the child's needs remain paramount.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. This may mean for example giving the child responsibility for washing themselves.

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's 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 sound reason for having more adults present.

### **Safeguarding**

At Howe Dell, best practice is promoted, and all adults will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

Staff are trained in the signs and symptoms of child abuse which are in line with Hertfordshire Safeguarding Children's Partnership guidelines.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Lead (DSL) immediately. In the absence of the DSL, a member of staff will inform the Deputy Designated

Safeguarding Lead immediately in accordance with the school's Safeguarding Policy and Keeping Children Safe in Education.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to their Room Leader, who will report to the Manager or Deputy. Any issue will be discussed by the Manager or DSL with parents to resolve the issue.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

All adults will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

**If you have any concerns, you must report them.**

### **Children wearing nappies**

The dignity and privacy of the child is paramount. An area which is or can be made private will be provided for the provision of intimate care, options within Howe Dell Day Care and School range from a dedicated changing area, changing table within a toilet, medical room and shower room. Consideration of the use of each area will be given from a child protection, and health and safety aspect. The area chosen will not be in a thoroughfare, as a changing mat may be used on the floor if appropriate to the child's needs.

Children who have long term incontinence will require specially adapted facilities.

For children attending our Babies and Toddlers rooms, when your child is changed it will be recorded and parents notified via a daily chart. For Pre-school if appropriate this will be via a verbal conversation

Parents have a role to play when their children are wearing nappies. Parents should provide nappies, and wipes. Day care will provide gloves, plastic aprons and bins for disposal of any waste.

Staff will always wear gloves when dealing with a child who has soiled or when changing a nappy. Apron and gloves will be used when dealing with very soiled nappies. Any soiled waste will be put into a yellow disposal bag and then placed in the designated bin for the disposal of waste. The designated bin for the disposal of waste will be emptied at weekly. Staff are aware of the whole site Health and Safety Policy.

### **Additional needs**

We recognise that some children with SEND, and other children's home circumstances may result in children arriving at Day Care requiring additional support with toileting. If a child is not toilet trained because of a disability, his/her rights to inclusion are additionally supported by the Equalities Act 2010.

If a child's toileting needs are substantially different than those expected of a child his/her age, then the child's needs may be managed through an Education and Health Care Plan, Individual Health Care Plan and/or an Intimate Care Plan.

Some children may have an Education and Health Care Plan when they join Day Care. This will outline the child's needs, objectives and the educational provision required to meet these needs and objectives. It will identify delayed self- help skills and recommend provision to develop these skills.

The management of all children with intimate care needs will be carefully managed by the Inclusion Lead at Day Care. Where specialist equipment and facilities beyond Day Care capacity to resource are required, every effort will be made to provide appropriate facilities in a timely manner, including relevant referrals made to external professionals such as Occupational Therapy or Physiotherapy for additional guidance and support.

### **Physical contact**

Day Care staff work in a 'limited touch' culture in relation to intimate care. When physical contact is made in this respect, it is in response to the child's needs at the time.

A child who has soiled themselves may be in distress and in need of comfort and reassurance. Staff will always remain aware that their contact is not threatening or intrusive and not subject to misinterpretation.

Judgement will take into account the circumstances of a child's distress, their age, the extent and cause of the distress. Unless a child needs an immediate response, staff will consider whether they are the most appropriate person to respond.

Extra caution may be required when providing intimate care to a child who has suffered abuse or neglect. It is recognised that in this case physical contact might be associated with such experiences; additionally, such children may be extremely needy and seek out physical contact. Staff will ensure they behave appropriately and if required to deter unnecessary physical contact will do this sensitively without causing the child a negative experience. It may be appropriate to have a witness present to protect staff from allegations.

### **Out of Day Care trips**

Staff will take particular care when carrying out intimate care or supervising children in toileting in the less formal atmosphere of a residential setting or out of school activity. The standard of behaviour of staff will be no different than at other times. Staff will be aware of all Howe Dell Day Care policies and risk assessments regarding the specific activity.

### **First Aid**

Any members of staff who administer first aid should be appropriately trained in accordance with The Early Years Foundation Stage Framework (Sept 25)

### **Linked policies**

Howe Dell School Health & Safety Policy