



# Hardmoor Nursery & Early Years Centre Intimate Care Policy

Policy Statement and Guidelines  
September 2024

***Mission Statement:***

*To provide a happy, secure and stimulating environment in which everyone is included, respected and valued, so that they may grow in self-esteem and develop to their full potential.*

## **Intimate Care Policy**

### **United Nations Conventions on the rights of the Child**

**“Everyone has the right to feel safe” Article 19**

**“No child should be punished in a way that humiliates or hurts them” Article 37**

Hardmoor Early Years Centre 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 and dignity when intimate care is given. No child should be attended to in a way that causes distress or pain.

Staff who provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

#### **Definition:**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

#### **Our Approach to Best Practice**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide specific intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from outside professionals, e.g. physiotherapist, school nurse as required. Staff will be supported to adapt their best practice in relation to the needs of individual children.

In the centre all staff have had an enhanced DBS and training to change children's nappies. No visitors, students or supply keyworkers can change children. Supply staff, who are employed on a long term basis can, however, change children.

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. Intimate care plans will be drawn up 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 members of staff will need to be present when intimate care is administered. Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

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

### **Children wearing nappies**

Parents/carers will be provided with information of policy and practice in school. Such information includes a simple agreement on the home visit form. See Appendix 1 See also Appendix 2: Procedure for Changing a Nappy

### **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 the designated person for child protection.

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. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount.

### **Physiotherapy**

Children who require physiotherapy whilst at school should have this carried out by trained physiotherapists. If it is agreed in the individual education plan or health care plan that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly.

In no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.

Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

### **Record Keeping**

A written record should be kept in the agreed format every time a child requires assistance with intimate care or has physiotherapy. These records will be available to parents/carers on request. Parents/carers will be notified if their child soiled/wet themselves and needed to be changed. In the Nursery, feedback is usually verbal, due to the large number of changes required each day.

Appendix 1: Home visit Form

Appendix 2: Procedure for changing a nappy

Appendix 3: Nappy Chart

Appendix 4: Record of physiotherapy

Appendix 5: Record of Intimate care procedure

**Appendix 1**

- Rabbits
- Hedgehogs
- Over 3's

**HARDMOOR EARLY YEARS CENTRE**  
**RABBITS HOME VISIT INFORMATION**

KEYPERSON AND BUDDY: .....

CHILD'S NAME: ..... DATE OF BIRTH:  
.....

AGE: ..... START DATE: ..... SESSIONS:  
.....

FATHER'S NAME: ..... MOTHER'S NAME:  
.....

FAMILY PASSWORD: ..... EMAIL  
ADDRESS:.....

**DRINKS**

BOTTLE YES/NO	AMOUNT	TIMES	TEMPERATURE
OTHER INFO: EG WINDING, POSITION ETC			

**FOOD AND DIET / ALLERGIES**

FOOD ROUTINE:	
FOOD TEXTURE:	
FOODS TO AVOID / ALLERGIES ( INC VEGIE / HALAL MEATS ETC)	
HOW DO THEY FEED:	

**SLEEPS**

TIME / LENGTH: (TIME LIMIT)	
	POSITION:

COMFORTERS:

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HOW DO THEY GO SLEEP:	
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NAPPY SIZE:	<b>NAPPY</b>
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Can we apply nappy cream while your child is at nursery? **YES / NO**  
**(CREAM MUST BE PROVIDED BY PARENT / CARER AND CLEARLY LABELLED)**

<b>IMPORTANT INFO</b>	
LANGUAGE SPOKEN / ANY SPECIAL WORDS OR PHRASES THAT MAY BE USEFUL	ANY OTHER INFO ( INC TEETHING REACTIONS)

Has your child had all the relevant immunisations? **YES / NO**

If not do you intend on completing the programme of immunisations? **YES / NO**

I understand that if my child has sickness / diarrhoea they should not return to nursery until 48 hours after the last incidence.

I will inform staff if I have given my child Calpol or any other medication before coming to the nursery.

I understand that if my child has a temperature of **37.9°C** or above I will either not bring them to nursery or will collect when contacted by staff.

I understand that if I wish to receive a verbal handover I need to arrive 5 minutes before end of my child's booked session.

I understand that I am not to bring any food onsite for my child to consume unless agreed with by staff (consent form to be completed).

**PLEASE NOTE THAT HARDMOOR IS A MOBILE PHONE FREE ZONE**

Signed (Key Person): ..... Signed (Parent / Carer):  
.....

Date: ..... Date: .....

**HARDMOOR EARLY YEARS CENTRE**  
**HOME VISIT INFORMATION**  
**HEDGEHOGS**

KEYPERSON AND BUDDY: .....

CHILD'S NAME: ..... DATE OF BIRTH:  
 .....

AGE: .....  
 .....  
 .....

START DATE:  
 SESSIONS:

FATHER'S NAME: ..... MOTHER'S NAME:  
 .....

(PREFERRED NAME TO BE CALLED)

(PREFERRED  
 NAME TO BE  
 CALLED)

FAMILY PASSWORD: ..... EMAIL  
 ADDRESS:.....

Other children in the family:

Name(s) and age(s):  
 .....  
 .....  
 .....

**HEALTH**

2 Year Check completed YES / NO	Name of Health Visitor:
FOODS TO AVOID / ALLERGIES  ( INC VEGIE / HALAL  MEATS ETC) Inc likes and dislikes	

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## SLEEPS

TIME / LENGTH:

(TIME LIMIT)

COMFORTERS:

HOW DO THEY  
GO SLEEP:

NAPPIES / TOILETING		
NAPPY	SIZE	CREAM YES / NO We supply Sudacream or you can provide your own (clearly labelled with your child's name)
TOILETING	DO THEY NEED REMINDING YES / NO	DO THEY NEED HELP YES / NO
	HOW OFTEN?	TOILET / POTTY

Has your child had all the relevant immunisations? **YES / NO**

If not do you intend on completing the programme of immunisations? **YES / NO**

I understand that if my child has sickness / diarrhoea they should not return to nursery until 48 hours after the last incidence.

I will inform staff if I have given my child Calpol or any other medication before coming to the nursery.

I understand that if my child has a temperature of **37.9°C** or above I will either not bring them to nursery or will collect when contacted by staff.

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I understand that I am not to bring any food onsite for my child to consume unless agreed with by staff (consent form to be completed).

**PLEASE NOTE THAT HARDMOOR IS A MOBILE PHONE FREE ZONE**

Signed (Key Person):  
.....

Signed (Parent / Carer):  
.....

Date: .....

Date: .....

HARDMOOR EARLY YEARS CENTRE

**HOME VISIT INFORMATION/PERMISSION – OVER 3's**

Child's name: ..... Date of Birth:  
.....

Start Date: ..... Sessions a week:  
.....

Father's Name: ..... Occupation (optional)  
.....

Mother's Name: ..... Occupation (optional)  
.....

Who is likely to collect your child from nursery?.....

.....Family password:  
.....

Other children in the family:  
Name(s) and age(s):

.....  
.....  
.....

Any other important people in your child's  
life.....

.....  
.....

Do you have a religion?.....Are there any special occasions that you  
share as a family?

.....

**HEALTH AND SELF CARE**

Does your child suffer from any allergies or health problems? **YES / NO**

If **YES**, details:

.....  
.....

Were there any health/development issues at or since your child's birth? **YES / NO**

If **YES**,

details.....  
.....

Does your child sleep well and have a good appetite?

**YES/NO**.....

Does your child have naps in the daytime?

**YES/NO**.....

Is your child in nappies? **YES / NO** Does your child require help with toileting? **YES / NO**

If **YES** to either state details:

.....

We provide healthy snacks/food. Are there foods that your child is not allowed? **YES / NO**

If **YES**, state what:

.....

.....

Is your child allowed cakes/biscuits (eg for Birthdays ) which may contain traces of nuts?

**YES/NO NB:To comply with our Food Hygiene Policy only shop bought cakes are given to the children.**

**DAYCARE /2.5 DAY CHILDREN:** Do we have your permission to encourage your child to clean their teeth an hour after eating lunch (if applicable) whilst at the Centre? (We provide toothpaste and individual toothbrushes which are stored hygienically) **YES / NO**

**COMMUNICATION**

What is your family's home language?

English/Other.....

Does your child usually understand what you say to them?

**YES/NO**.....

Do others usually understand what your child says to them?

**YES/NO**.....

How does your child communicate (eg pointing, vocalising, gesture or sign)

.....

**PLAY, INTERESTS,etc**

Does your child have pets, favourite toys, particular interests?.....

.....

.....

Does your child enjoy books, songs and outdoor play?

Details.....

.....

.....

Is there anything that worries your child or that they are sensitive about ?

**YES/NO**

Details.....

.....

Is your child aware of danger ?

**YES/NO**.....

Does your child understand simple rules for safety?

**YES/NO**.....

How does your child show that they are hurt or upset?.....

**PERMISSION**

Is your child allowed out of Nursery on local outings/walks and to use local transport? **YES / NO**

Are we allowed to apply the sun cream you have provided to your child if needed? **YES / NO**

I understand that if my child has had sickness/diarrhoea they should not return to Nursery until 48 hours after the last incidence.

Signed (Parent/Carer):

.....

Signed (Key Person):

.....

Date: .....

Date: .....

## Nappy Changing Procedure

- Clean down mat with sterilising solution.
- Wash your hands before you begin.
- Put on apron and gloves provided.
- Change the child's nappy – putting used wipes and nappies into a nappy sack and then into the bin provided. Remember to change gloves if they become dirty while changing the nappy.
- Wipe down the changing mat with sterilising solution, throwing away paper towel in the bin with yellow clinical waste bags.
- Dispose of apron and gloves in the bin with yellow sacks.
- Finally wash your hands and encourage the child to wash theirs too.
- If you are changing more than one child's nappy, ensure you change gloves and aprons between each change and wipe down the mat with sterilising solution.
- Record that you have changed the nappy of the nappy change chart. Ensure gloves have been removed before doing this. These charts are kept for 4 weeks.



Each child will be provided with a container with a supply of wipes and nappies to prevent any cross contamination with wipes.

**Appendix 2**

**Nappy Charts**

Week commencing:

**Monday**

Name	Time	Wet/ Soiled	Time	Wet/ Soiled	Time	Wet/ Soiled	Comments

**Tuesday**

Name	Time	Wet/ Soiled	Time	Wet/ Soiled	Time	Wet/ Soiled	Comments

**Wednesday**

Name	Time	Wet/ Soiled	Time	Wet/ Soiled	Time	Wet/ Soiled	Comments

**Thursday**

Name	Time	Wet/ Soiled	Time	Wet/ Soiled	Time	Wet/ Soiled	Comments

**Friday**

Name	Time	Wet/ Soiled	Time	Wet/ Soiled	Time	Wet/ Soiled	Comment
				Soiled		Soiled	s







