



**Birmingham Federation**  
Maintained Nursery Schools

# **INTIMATE CARE POLICY**

**Cluster:**

**Gracelands Nursery School**  
**Jakeman Nursery School**

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Full Governing Body Approved: 09 December 2024

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Chair of Governors: Sean Delaney

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### **RRS – The UN Convention on the Rights of the Child links**

**Article 3** (best interests of the child) *The best interests of the child must be a top priority in all decisions and actions that affect children.*

**Article 12** (respect for the views of the child) *Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child’s day-to-day home life.*

**Article 16** (right to privacy) *Every child has the right to privacy. The law should protect the child’s private, family and home life, including protecting children from unlawful attacks that harm their reputation.*

**Article 19** (protection from violence, abuse and neglect) *Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.*

**Article 23** (children with a disability) *A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.*

**Article 24** (health and health services) *Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.*

**Article 39** (recovery from trauma and reintegration) *Children who have experienced neglect, abuse, exploitation, torture or who are victims of war must receive special support to help them recover their health, dignity, self-respect and social life.*

**This policy should be read in conjunction with our separate Safeguarding and Child Protection Policy for each school.**

### **1.0 Introduction**

- 1.1 Gracelands and Jakeman Nursery Schools are fully inclusive settings; no child will be excluded or discriminated against due to continence issues. Transition plans will support individual children’s needs and where there is a need for personalised intimate care plans, these will be developed with the setting’s named SENCO/s and parent/ carers. Meeting the requirements of the EYFS (updated 2021), the Disability Act (1995) and the Equalities Act (2010) as they apply to children with toileting and continence needs.
- 1.2 Staff who work with young children will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs and their dignity.
- 1.3 Intimate care can be defined as care tasks of an intimate nature, associated with direct or indirect contact with or exposure of the genitals. Examples include care associated with continence that may need support with cleaning of the genital area such as; washing or

bathing, nappy changing and the application of medical creams for the treatment of nappy rash.

- 1.4 Children's dignity will be preserved and a high level of privacy afforded to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Gracelands and Jakeman Nursery Schools work in partnership with parents/ carers to provide continuity of care to children wherever possible.
- 1.5 Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.
- 1.6 Gracelands and Jakeman Nursery Schools are 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 and that the diversity of individuals and communities is respected. No child should be attended to in a way that causes distress, embarrassment or pain. Staff will respect a child's right to give or withdraw their consent to be changed, no child will be forced to be changed.

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

- 2.1 All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- 2.2 Staff who provide intimate care are made aware of Child Protection procedures and Health and Safety practices. These themes are revisited as part of our procedures from time to time during our staff meetings and regular health and safety update training. Apparatus will be provided to assist with children who need special arrangements following assessment from a physiotherapist / occupational therapist, as required.
- 2.3 Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.
- 2.4 There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it. Children's personal care routines are used as opportunities to exploit learning through raising a child's independence, self-help skills and self-esteem. Strategies to be considered with children that are non-verbal may include the use of Makaton, gesture and the use of objects of reference.
- 2.5 As a basic principle children 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 themselves as they can. This may mean, for example, giving the child responsibility for washing themselves, dressing/ undressing themselves, climbing onto the toilet/ changing table etc, where safe and developmentally appropriate to do so. Individual intimate care plans will be

drawn up for particular children as appropriate to suit the circumstances of the child. These plans include a full risk assessment to address issues such as moving and handling and the personal safety of the child and the carer.

- 2.6 As UNICEF rights respecting schools, each child is taught about their right to privacy and this 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 needs help with intimate care. Where possible, one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented. Staff will alert a colleague to inform them they are changing children.
- 2.7 Typically the member of staff on rota to provide personal support to children provides intimate care. When changing a child, another member of staff working close by must be alerted to ensure reasonable protection for both child and practitioner. Records are to be kept of children's daily person care, including details of the time and the practitioner/s involved.
- 2.8 Parents/ carers will be involved with their child's intimate care arrangements on a regular basis. Where a care plan exists, the agreed arrangements will be recorded on the child's plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation. Parents/ carers are informed of changing routines for children. Parents/ carers provide nappies, wipes and change of clothes.

### **3.0 The Protection of Children**

- 3.1 If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report these concerns to a Designated Safeguarding Lead (DSL) for child protection – see the separate Child Protection and Safeguarding Policies of Gracelands and Jakeman Nursery Schools for actions that must be taken.
- 3.2 Where appropriate, all children will be taught about how to keep themselves safe from abuse, carefully matched to their level of development and understanding. Our toilet and changing areas for children are carefully positioned to balance the child's right to privacy with the need to ensure robust safeguarding procedures are maintained.
- 3.3 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. Further advice will be taken from outside agencies, if necessary.
- 3.4 If a child requires additional support other than that of general good practice outlined within this policy then an individual intimate care plan and specific training will be put in place. This will be supported by health professionals and the physical and disability support team.

- 3.5 If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Safeguarding Policies).
- 3.6 Gracelands and Jakeman Nursery Schools have procedures in place for dealing with the spillage of body fluids, such as the process to be followed when a child accidentally wets or soils themselves. The same procedures are in place for children who are in nappies or pull ups. Fresh gloves and aprons are worn by staff when changing children, nappies are sealed securely and disposed of appropriately and changing areas are kept clean.

#### **4.0 Policy Review**

The Governing Body of our schools is responsible for ensuring this policy is reviewed and amended as appropriate.