

## Intimate Care & Touch Policy

### Aim

We recognise every child's right to safety, privacy and dignity when contact of a physical or intimate nature is required and ensure that every child is supported as appropriate to their age, ability and emotional needs.

Examples of intimate care include: nappy changing, assisting a child on the potty, assisting a child on the toilet and changing a child's underclothes.

- It is the key person's responsibility to ensure that parents and carers, and where possible the child, are involved in making arrangements for intimate care, and informed of any issues that arise.
- Children should be changed, assisted with toileting and use the potty in the toilet area. This is a separate area that provides privacy whilst still being in view and in ear shot of the rest of the setting and staff.
- Children should be encouraged to respect each other's privacy without negative connotations.
- Children should be encouraged to become independent with sensitivity to their differing abilities.
- Staff should always leave the toilet doors open when assisting children.
- Staff should never use the adult/disabled toilet with the door shut to assist a child.

### Procedure for intimate care

- Assist your own key children when practically possible.
- Inform another member of staff that you are assisting a child.
- Log the date, time, the child's name and the nature of the assistance in the **Intimate Care Log**.
- Record any other significant information e.g. nappy rash.
- Ask the member of staff whom you previously informed to witness the log.

### Children with a physical or learning disability

When a child with a disability starts at the pre-school the key person and parents and carers need to draw up an agreed and child specific **care plan** with regard to the above points. It is the responsibility of the key person to ensure that this is put in to place.

### Toilet training policy

No child is excluded from participating in our setting 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 have a purpose made nappy changing table within our toilet provision in order to accommodate children who are not yet toilet trained. As well as a potty and a toilet seat to support toilet training. We see toilet training as a self care skill where children have the opportunity to learn with the full support and non-judgemental concern of adults.

### Procedures

- We ask that parents/carers leave spare nappies/clothing on their peg for their child's use only.

- Gloves should always be worn and aprons if necessary. A simple explanation should be given to the children e.g. we have to be extra careful at pre-school because we are looking after a lot of children.
- All staff are familiar with the hygiene procedures and carry these out when carrying out intimate care duties.
- Staff ensure that nappy changing and toileting is a relaxed time.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- If a child has severe nappy rash and we have written permission from the parent/carer to apply prescribed cream staff should always inform another member of staff.
- Nappies and anything soiled by bodily fluids should be disposed of in the correct bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled should be double bagged and placed on the child's peg for the parent/carer to take home.

## **Touch Policy**

### **Statement**

We recognise that the under fives are more tactile and can expect more physical contact than older children, but we also recognise that it is our responsibility as early years professionals to ensure that any physical contact is safe and appropriate.

With this in mind we undertake to follow the following guidelines:

- We will always comfort a child who is distressed or hurt.
- When children request hugs and kisses we would never rebuff them negatively.
- We endeavour to make the distinction made between professional physical affection and the physical affection shown by immediate family e.g. we give hugs, Mummy gives cuddles.
- It is not appropriate to request physical comfort such as a cuddle or kiss from a child.
- We accept kisses, but offer our cheeks. Accept hugs, but don't prolong them longer than necessary and try where possible to do them to the side. Suggest that Mummy and Daddy are the best person for cuddles.