

Developing an Intimate Care Procedure

Providers must take all necessary steps to keep children safe and well – **Statutory Framework for the Early Years Foundation Stage – 2024, point 3.3**

The procedure should include:

- How staff are made aware of the intimate care procedures to be followed when working with babies and children (Refer to safer recruitment policy).
- The procedure to follow for nappy changing and where this is carried out.
- How you will always ensure the dignity and privacy of the children are respected at all times.
- The training and checks (DBS) required by staff to ensure that all children are safeguarded before staff can provide intimate care (Refer to the safeguarding children's policy).
- The procedure to follow where independence of children is promoted giving them opportunities to develop self-care skills which are age and development appropriate with regards to personal hygiene. This section must include how staff will intervene in order to support the basic care needs of the children.
- How staff considerately support children who are toilet training
- How staff explain to the children what is happening during intimate care routines and how this time can be used to further develop key person relationships
- How continuity of care for babies and children will be paramount and how this will be managed.
- How practitioners will safeguard themselves when providing intimate care to babies and children, this will include, how staff are made aware that a colleague is undertaking an intimate care routine
- How the setting will ensure that parents/carers are involved with the care of their children, and how parents/carers will be kept informed of any intimate care given to their child during the day/night, and how the personal care of children will be recorded and stored and who holds this responsibility. (refer to recording of information and confidentiality procedures)
- How the individual needs of all children will be catered for (Refer to the Special Educational Needs and Equality of Opportunities).
- If a member of staff providing intimate care to any child has cause for concern about the child's safety and welfare the procedure that they will follow for reporting these concerns. (Refer to the Safeguarding Children Policy).
- If a member of staff providing intimate care to any child has cause for concern about their own safety and welfare the procedure that they will follow for reporting these concerns. i.e. changing a child in another room unaccompanied, changing a child in

a room with a door closed, or when sharing the toilet area with other members of the public?

- Where staff have concerns around a colleagues conduct during intimate care routines there is a process to follow in order to raise these concerns safely and professionally (Refer to whistle blowing procedures)
- The procedure to follow should any allegations be made against a member of staff (Refer to the Safeguarding Children's Policy).
- If a child is experiencing any problems where intimate care is being given on a regular basis, how this is recorded and shared with parents and how the parent/carer and staff will work together to write an action plan.
- The procedure to follow on trips and outings, i.e. Use of the toilet and where it is located(refer to Health and Safety Policy if applicable)
- The procedure for safeguarding children where there is CCTV in operation.
- How ratios in the setting will be supported when carrying out intimate care routines
- How protective clothing will always be worn during intimate care routines in order to help prevent the spread of infection and how changing units will be sanitised after each nappy change and how this is disposed of.
- The procedure for handwashing for both staff and children
- Staff must be reminded that mobile phones and cameras must never be taken into an intimate care area

The procedure should be reviewed:

- At least annually.
- The procedure needs to be signed by the registered person, include reviewed dates and the next review due date.
- If any changes are made to the procedure when reviewed the staff and/or parents need to be informed.

Links to other policies & procedures:

Safeguarding Children
Inclusion
Health and Safety
Parents as Partners
Recording of Information
Whistle Blowing
Trips and Outings
Confidentiality

This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.