



# INTIMATE CARE POLICY & PROCEDURE

## Contenance Care Procedures

The statutory guidance for the Early Years Framework (0-5 years of age); Welfare Requirements states that 'there should be suitable hygienic changing facilities for changing any children who are in nappies and providers ensure that an adequate supply of clean bedding, towels, spare clothes and other necessary items are always available'.

## The Disability Discrimination Act 1995 (DDA)

The Disability Discrimination Act 1995 (DDA), as amended by the Special Need & Disability Act 2001 requires that settings do not treat disabled pupils less favourably and to make reasonable adjustments to avoid putting disabled pupils at a substantial disadvantage. Admission policies cannot set a standard of continence as a requirement for admission.

## Safeguarding

Any member of staff or student in training (under direct staff supervision) dealing with the intimate care of a child has an enhanced DBS clearance is undertaken and follows the infection Control Guidelines for the hygiene. The staff member responsible for Safeguarding will ensure that there are sufficient staff that are appropriately trained, that staff member will also ensure that the staff are protected from potential allegations of abuse.

## The Health & Safety at Work Act 1974

The employers have a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all employees at work. The employers have a duty to carry out risk assessments where the risks at work are significant to employees or others. The employee has a duty while at work to take responsible care of the health & safety of herself and other people who may be affected by their acts.

## Contenance Care Plan

### Parents

1. Agree to change the child at the latest possible time before bringing him/her to the setting.
2. Provide the setting with spare nappies/pull-ups and a spare set of clothes.
3. Understand and agree procedures that will be used when the child is changed in the setting.
4. Agree to tell the setting should the child have any marks or rash.
5. Agree to update the care plan to meet a child's needs.
6. Agree to attend review meetings.

### New Millside Pre-school

1. Agree to change the child at the earliest opportunity should the child soil themselves or become uncomfortably wet.
2. Agree as defined how often the child would be changed should the child attend the setting for the whole day.
3. Agree to complete the Contenance Care Record of Intimate Care; including if the child is distressed or if marks/rashes are seen.
4. Agree to review arrangements as and when necessary.

## Procedure for dealing with nappy changing (At all times the safety of the child and staff will be considered)

At New Millside we will ensure and maintain the child's dignity, and to protect staff from allegations there will be 2 members of staff present if required.

1. Wash hands
2. Put on gloves and disposable apron
3. Child to be asked to lay down on changing mat, older children will be asked to stand
4. Change child's nappy
5. Put soiled nappy in nappy sack and into nappy bin along with gloves.
6. New gloves put on, spray and wipe changing mat
7. Gloves into nappy bin along with
8. Wash hands thoroughly and ensure the child washes their hands
9. Record in 'nappy change' book.
10. Talk to the child at all times about what is happening, encouraging them to help where possible, working quickly to maintain the child's dignity.