

# Promoting health and hygiene

## 1.19 Intimate Personal Care

### Policy statement for St Joseph's Nympsfield Out of School Club

This policy provides guidance on intimate personal care<sup>1</sup>. It focusses on the toileting needs of children in the Early Years Foundation Stage (EYFS) including issues such as incontinence and toilet accidents. It may also be useful in dealing with other incidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness, weather etc.

Activities known as 'Clinical Tasks' which require additional training<sup>2</sup> are covered in policy 1.18 Managing Children with Allergies, or who are sick or infectious.

St Joseph's Nympsfield Out of School Club has an obligation to meet the needs of children with delayed personal development in the same way as we would meet the individual needs of children with delayed language, or any other kind of delayed development.

It is the right of the child to be treated with sensitivity and respect, and in such a way that their experience of personal care is a positive one. As far as possible the child should be allowed to exercise choice and should be encouraged to have a positive image of their body.

There should be recognition that toileting support can involve risks for both the child and any adults in attendance. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children.

### Procedures

At St Joseph's Nympsfield Out of School Club we recognise that children will join us having reached differing levels of independence and development in toileting and self-care.

- All staff may undertake changing young children. However, it is noted that some children prefer a certain adult to change them (for example a key person of an EYFS child) and this is facilitated wherever possible.
- Gloves and aprons are put on before changing starts and the areas are prepared.
- All staff are familiar with the hygiene procedures and carry these out when supporting children with changing.
- In addition, practitioners ensure that changing is relaxed and a time to promote independence in young children. Practitioners are gentle when changing; they avoid pulling faces and making negative comments about 'pants contents'.
- No child is left in soiled or wet pants as we have a 'duty of care' towards children's needs and this could be interpreted as neglect.
- Staff do not make inappropriate comments about young children's genitals when changing their pants.
- Children are encouraged to wash their hands and have soap and towels to hand.

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<sup>1</sup> ie. hands-on physical care in personal hygiene, and/or physical presence or observation during such activities, eg toileting (wiping and care in the genital and anal areas).

<sup>2</sup> Three main categories: (i) acceptable care tasks, ie. tasks which just require additional training; (ii) complex care, eg. application of splints or treatments like assisting with the administration of oxygen; and (iii) emergency care procedures, eg. anaphylactic pens.

- Anti-bacterial hand wash liquid or soap should not be used for young children.
- NB: If young children are left in wet or soiled pants in the setting this may constitute neglect and will be a disciplinary matter. Out of School Clubs have a 'duty of care' towards children's personal needs.
- Older children access the toilet when they have the need to and are encouraged to be independent and wash their hands afterwards.
- Children are reminded at regular times to go to the toilet.

### **Sensitivity and respect**

The child should be spoken to by name and given explanations of what is happening. Privacy appropriate to the child's age and situation should be provided. The child should be encouraged to care for his/her self as far as possible to enable them to become independent.

Adults should be aware and responsive to the child's reactions. Some children refuse or are very reluctant for an adult outside of the family to care for them. In these circumstances, the OOSC will discuss with the parent or carer what special arrangements can be made.

The dignity of the child must be respected and so as much as can be kept confidential between child, OOSC and parent or carer.

### **Safeguarding children and adults**

Anyone caring for children has a common law 'duty of care' to act like any prudent parent. Staff ensure that children are healthy and safe at all times.

- Adults dealing with the toileting needs of children should be employees of St Joseph's Nympsfield Out of School Club and have undergone an enhanced Disclosure and Barring Service (DBS) check.
- All staff are aware of the OOSC's policies and procedures.
- All staff have received appropriate training and will receive support where necessary.
- Toileting incidents are not recorded. However, parents are informed on collection.
- Leaving a child in soiled or wet clothing for any length of time, even if waiting for the arrival of a parent or carer, could be interpreted as a form of abuse.
- The normal process of cleaning a child should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the process to ensure that abuse does not take place. DBS checks are carried out to ensure the safety of the children with staff employed by the OOSC. Evidence of these checks is kept in the setting's Single Central Record, which can only be accessed by the Chair and Ofsted. If there is a known risk of false allegation by a child or parent then a single member of staff should not clean a child unsupervised. Members of staff must ensure that they do not change or clean a child in a room with the door closed.

### **Health and safety**

In the case of a child accidentally wetting, soiling or being sick whilst on the premises:

- staff should wear single-use disposable gloves and aprons to deal with the incident;
- St Joseph's Nympsfield Out of School Club provides disposable wipes and encourages the child to use them and to wash the private parts of their body;
- soiled clothing is double bagged and tied;
- the hygiene procedure is displayed in the washroom area;

- hand-washing procedures are in place and good hygiene practice is followed. Disposable nappies and gloves are put in a sealed bag and into the sanitary disposal unit held within the disabled toilet within the OOSC premises; and
- if assistance is required by a child when using the toilet, staff wear single-use disposable gloves which are bagged and disposed of.

### Roles and responsibilities

Parents and carers are made aware of policies and procedures related to intimate personal care through the OOSC's section of [St Joseph's Catholic Primary School's](#) website. If it becomes evident that a child has an ongoing problem that requires regular intimate personal care intervention, the OOSC will communicate with the parent/carer via email to make arrangements for the long term resolution of the problem. This may include a care plan that involves the parent/carer directly as well as external reference to a Health Care professional – this is made available to the OOSC via St Joseph's Catholic Primary School.

### Further Guidance

- Keeping Children Safe in Education (latest version)

### Associated Policies and Procedures

- 1.2 Safeguarding and child protection

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023
2.0	KC and NFP	Reviewed and updated as follows: <ul style="list-style-type: none"> <li>• reference to toilet training removed;</li> <li>• updated to reflect current practice at the OOSC;</li> <li>• inclusion of "Associated Policies and Procedures" section</li> </ul>	26.02.2024 Committee Meeting