Gainsborough Nursery School

Intimate Care Policy.

This policy sets out the procedures that are in place to safeguard both the children and staff at the nursery school for all aspects of physical contact. Early years practitioners come into physical contact with children as part of their duties of teaching, caring and administering first aid. This acceptable physical contact is necessary for the staff, students and volunteers to carry out their role and to allow for a mutual caring and affectionate relationship between the staff and the children which is necessary for normal child development.

Unacceptable Physical contact:

Corporal punishment has been abolished in maintained schools since August 1987. DES Circular 7/87 the Education (No2) Act 1986: Further guidance explains that the definition of corporal punishment includes not only the use of the cane but also slapping, rough handling and throwing things. Hitting or slapping a child is an assault.

The use of force (or restraint):

- Section 4 of the education Act 1997 states that in relation to any pupil at the school teachers and other school staff may use such force as is reasonable in the circumstances for the purpose of preventing the pupil from doing (or continuing to do) any of the following:
  - Committing any offence
  - Causing personal injury to, or damage to the property of, any person (including the pupil himself or herself)
  - Engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school or among any of its pupils whether that behaviour occurs during a teaching session or otherwise.

Our practitioners will observe the following guidelines when restraining children:
1) They will have good grounds for believing that it was necessary to take immediate action to prevent injury or damage.
2) Except in extreme circumstances, children will have been asked to stop first or assistance called for from another member of staff.

3) Any restraint used will involve the minimum force necessary and will be released as soon as safely possible.

Support from the school:

We will support any practitioner who may be faced with physical hurt. Safe methods of restraint when working with children's anger and aggression will be agreed. We will visibly demonstrate to parents and carers that we have policies and procedures in place to look after their children's welfare and to protect them from harm (such as our child protection policy)

Support from parents and carers:

We can expect that in turn parents and carers will make their own contribution towards seeing that their children do not behave violently or abusively to staff or other children.

Acceptable physical contact:

Changing Children:

Mobile telephones with cameras and cameras are not to be taken into any changing areas under any circumstances.

Changing Soiled nappies:

These should be changed in the changing areas.

3 and 4 year old room:

Soiled nappies should be changed using the changing bed. The steps to be followed are as follows:

- The staff member changing the child should inform other staff members that they are leaving the teaching rooms and are going to change the child.
- The disabled changing room door must be left open at all times.
- Blue paper must be laid on the bed.
- The bed should be altered for a comfortable working height.
- Children must not be left unattended at any time.
- Staff must wear disposable aprons and gloves.
- If whilst changing the nappy there are reasons for concern about any issues such as severe nappy rash these concerns should be passed on to the Headteacher.
- If a parent requests that nappy cream should be applied, then a medication form must be completed.
- Soiled nappies should be placed in a nappy sac and disposed of into the nappy disposal unit.
- If the parent requests, a 'Changed Nappy' slip can be completed and put in the child's bag.

**2 year old room:**
Soiled nappies should be changed using the changing unit. The steps to be followed are as follows:

- The staff member changing the child should inform other staff members that they are changing a child.
- Blue paper must be laid on the changing mat.
- Children must not be left unattended at any time.
- Staff must wear disposable aprons and gloves.
- If whilst changing the nappy there are reasons for concern about any issues such as severe nappy rash these concerns should be passed on to the Headteacher.
- If parents have signed a medication form, the child's own nappy cream can be applied.
- Soiled nappies should be placed in a nappy sac and disposed of into the nappy disposal unit.
- A 'Changed Nappy' slip must be completed at every nappy change and put into the children's bag.

**Changing wet nappies and clothes:**

**3 and 4 year old room:**

- This should be done in the cloakroom areas of the nursery.
- Disposable gloves must be worn where urine is involved.
• Try to maintain the dignity of the children at all times and be aware of the childrens’ lack of under clothes especially when visitors are in the nursery.
• Wet clothes must be placed in carrier bags, labelled with the child’s name, tied and put into the child’s bag (or hang on their peg if a bag is not available).

2 year old room:
- This should be done in the bathroom.
- Disposable gloves must be worn where urine is involved.
- Try to maintain the dignity of the children at all times and be aware of the childrens’ lack of under clothes especially when visitors are in the room.
- Wet clothes must be placed in carrier bags, labelled with the child’s name, tied and put into the child’s bag (or hang on their peg if a bag is not available).

Using the potty:

2 year room and 3 and 4 year room
- The children should be encouraged to be as independent as possible.
- The potties should be used in the bathroom areas, with adults supporting the child.
- The contents of the potty should be flushed down the toilet and the potty wiped rinsed and wiped with Caterclean and toilet tissue, which should be disposed of down the toilet.
- Staff should wear gloves when wiping bottoms and cleaning the potty.

Using the toilet:

2 year room and 3 and 4 year room
- Staff should wear gloves when wiping bottoms. The gloves should be disposed of in the bin.
- The children should be encouraged to be as independent as possible.
**Affectionate Physical Contact with the children:**

Adults and students must position themselves within the nursery so that they are in view of other members of staff, when a child is sitting on their knee or having a cuddle. If a child rejects such contact, then the adult/student must respect their wishes.

**Carrying children:**

Picking up a child, is at the staff members own discretion. They should follow normal rules for lifting and be aware of their own physical strength and the weight of the child that they are lifting/carrying. They should make sure that they are in view of other staff and they should be conscious of how they hold the child.

Students and volunteers must not pick children up, if they feel that a child needs picking-up, they should call a member of staff.

**Accidents to a child’s intimate region:**

If a child hurts themselves in an intimate region, staff may assess the injury only in the presence of another staff member and only if they consider action greater than applying a cold compress to the outside clothing is necessary. The toilet, cloakroom areas or the changing area in the disabled toilets (3 and 4 year room) are the most appropriate for this.

**Students:**

Students/Volunteers are not permitted to:

- Lift or carry children
- Change the under garments of a child
- Go into the children’s toilets
- Apply first aid treatments (other than cold compresses under staff supervision)

Students/volunteers can:

- Hold a child’s hand
- Sit with a child on their knee if they are in view of other members of staff.
- Cuddle a child if they are in view of other member of staff.
Staff, volunteers and students must always be conscious of their physical contact with
the children. They must consider whether the child is comfortable with the contact,
whether the child initiated the contact and whether the level of contact is appropriate.

**Whistle blowing:**

If a staff member, student or volunteer witnesses what they feel is inappropriate
physical contact by anyone, they must follow the schools whistle blowing policy.

With acknowledgement to David Brierley, DES circular 7/87 and the Education Act
1997 section 4.

Signed

**Headteacher:**

**Governor:**