



INTIMATE CARE PROCEDURE:

- The child's key worker will support a child needing to be changed or needing help to be changed.
- The Adult will inform another member of staff that they are going to change the child.
- The Adult will take the child to the designated toilet/changing area. The area should remain partially open but the child's dignity should be respected at all times.
- Staff should use appropriate protective clothing and equipment, (gloves, blue roll to line nappy changing mat, sensitive baby wipes, nappy sacks, and antibacterial hand gel). Staff to wear mask, this does not need to be a water repellent mask unless the child has diarrhoea or sickness.
- Staff should protect their backs and move children following any 'Moving and Handling policy' guidance necessary.
- Staff will double bag any nappies, wipes or soiled clothing and dispose of waste items in the designated nappy bins immediately outside. Ensure area is thoroughly cleaned.
- Where possible staff will use the children's own clothes if they need to be changed if not they will use spare clothes and ask the parent to wash and return them for their next session. Wet clothes to be double bagged and put in child's bag.
- Only creams which have been medically prescribed will be administered with prior parental consent obtained.
- Whilst changing the child the adult will communicate calmly and clearly, offering reassurance if necessary.
- If a child refuses help, is distressed or is unwell the parents/carers will be contacted and support plan put in place.
- Staff will inform parents/carers when they collect their child if they have been changed that day.
- If staff notice any marks or injuries on the child, they will follow the 'Child Protection Policy' and notify the Designated Senior Person immediately.

There may be occasions when a child needs to be changed for reasons other than soiling (e.g. muddy, wet). In those circumstances the following procedure should be followed:

- Staff will encourage children to clean and dress themselves offering support, verbal direction and providing clothing and wipes etc.
- If a child asks/indicates they need help it will be offered.
- If a child has tried to clean themselves but it has not been totally successful, the adult will take over to ensure they are clean and comfortable.
- Staff will inform parents/carers when they collect their child if they have been changed that day, and ask them to bring spare clothes for the following session.