Wolfson College Day Nursery

Personal Intimate Care Policy

EYFS: 3.1, 3.6, 3.27 3.20 3.64

At Wolfson College Day Nursery we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to meet children’s basic needs. This may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required.

In order to maintain the child’s privacy, we will carry out the majority of these actions on a one-to-one basis, wherever possible, by the child’s key person with the exception of first aid treatment which must be carried out by a qualified first aider.

All staff working with children will have an enhanced DBS, new staff will also have two independent references and will not be allowed to provide intimate care until DBS checks have also been completed. Once DBS checks have been completed, new staff will watch their buddy/mentor for the first intimate care routine they undertake so that they are taught the procedures at Wolfson College Day Nursery. This will be done at a time that ensures the dignity of the child is maintained and respected. They will then be closely supervised by their buddy for the second intimate care routine they undertake to ensure they are confident with the procedures.

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child’s care and education. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.
• Parents will be responsible for supplying nappies and any special creams that they may require other than the sudocrem that the Nursery provides. Baby wipes will be used unless the child has an allergy or parents instruct differently.

• Ensuring all staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the safeguarding/child protection policy.

• Operating a whistleblowing policy to help staff raise any concerns about their peers or managers; and helping staff develop confidence in raising worries as they arise in order to safeguard the children in the nursery.

• Conducting working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines.

• Conducting regular risk assessments on all aspects of the nursery operation including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see the manager at the earliest opportunity.

Intimate care can include:

- Feeding
- Washing
- Oral care
- Dressing/undressing
- Toileting
- Photographs
- Treatments such as eczema, or other skin treatments
- Supervision of a child involved in intimate self-care (e.g. wiping own bottom)

Principle of intimate care:

1. Every child has the right to be safe.
2. Every child has the right to personal privacy.
3. Every child has the right to be valued as an individual.
4. Every child has the right to be treated with dignity and respect.
5. Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
6. Every child has the right to express their views on their own intimate care and to have such views taken into account.
7. Every child has the right to have levels of intimate care that are as consistent as possible.

If any members of staff have a concern about any staff members intimate care practice then they should report this to the Manager or Deputy Manager.

Procedures for Nappy Changing

1. Staff will ensure a child’s privacy whilst being changed.
2. Wash your hands before Nappy changing, use the purell gel on your hands before and after nappy changing.

3. Gloves must be worn when dealing with body fluids – this is to protect you as well as the children. How to deal with body fluids instructions are on the wall by the sluice, read carefully and protect yourself at all times. Gloves and disposable Aprons are provided.

4. A child will never be left unattended on a nappy changing unit.

5. Please be aware if children have had vaccinations extra care should be taken when dealing with body fluids.

6. Baby Wipes are to be used when cleaning a soiled or wet child unless parent(s)/guardian(s) have requested differently, or wet white roll. PLEASE CHECK.

7. Dry nappy area with white roll gently, if necessary.

8. If a child’s bottom is sore, sudocrem can be applied unless otherwise directed by Parent(s)/Guardian(s). PLEASE CHECK (cream may be provided by parent)

9. One nappy per nappy sack tied and put in nappy bin.

10. Childs own CLOTH NAPPIES must be put in containers or bags supplied by the parents and returned to them at the end of each session.

11. Spray mat with antibacterial spray after each nappy change to avoid cross infection.

12. Wash your hands and then use Purell Gel on hands to prevent cross infections.

**Potty Training Policy**

The Staff are experienced in helping children to Potty train and will endeavor to support you and your child to the best of their ability.

Please be aware of the following protocol that your child’s key person will follow:

1. Although we are happy to support potty training in the Baby room, we can only allow the children in this room to wear pull ups or nappies to ensure hygiene standards are kept high for the remaining children/babies in that room.

2. Once you have introduced potty training to your child at home, we will encourage your child to sit on a potty or the child sized toilets at Nursery.

3. Your child needs to wear suitable clothing for potty training (no belts, dungarees or baby grows/vests with poppers)

4. Whilst your child is potty training your key person will keep you informed on their progress.

5. If your child is in big school we will let you know when we think your child is ready for pants/knickers. At this time we ask you provide extra pants and clothing/socks in the event of accidents.

6. If your child has an afternoon sleep in big school we will put your child back into pull ups for a rest, until we feel he/she is ready not to wear them.

7. Accidents will be dealt with calmly, sympathetically and in a way which does not make the child think they have done wrong.

8. We understand that due to changes in routine or home some children may regress. If your child has been dry for a while and they begin to have accidents your key person will work with you and support your child through this time. They will not be put back into pull ups as
this may make them more insecure but they will be encouraged more than usual to use the toilet.

9. Staff members will wash hands and support the children to do the same.
10. Try and encourage a child’s independence as far as possible in their intimate care.

Personal care:
- Staff will help children to be aware of when they need to use a handkerchief and how to use it and dispose of it.
- All children have access to a separate toilet and hand washing facility
- Children wash their hands before and after meals and after handling pets.

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<th>This policy was adopted on</th>
<th>Signed on behalf of the nursery</th>
<th>Date for review</th>
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<tbody>
<tr>
<td>25/7/18</td>
<td>Barry Coote</td>
<td>July 2019</td>
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