



Little Swans Day Nursery
Intimate Care (safe care) and Toileting Policy
September 2014

Reviewed by Samantha Tranter, Nursery Manager

Aim

At Little Swans Day Nursery we aim to meet the individual needs of all our children and promote their welfare and emotional well-being. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other additional needs.

Where a child has intimate care needs, a designated qualified member of staff takes responsibility to provide their care. We address issues on an individual basis.

Due to the developmental stages of the children that we work with, we support them with their personal care, for example reminding the children to go to the toilet and about personal hygiene. This supports their understanding of self-care routines as well as developing their independence.

As outlined in the Early Years Foundation Stage (EYFS); September 2014, we are responsible for children's personal care skills, as an essential part of Personal Development.

On some occasions, children come to our setting in nappies. We support children sensitively and with dignity in this matter. Also, from time to time some children will have accidents and need to be attended to. During registration and your child's home visit their key person will advise you of the procedures at nursery and what your child needs to have with them each day they attend e.g. spare clothes. Staff will share information about your child's day at nursery;

including toileting and nappy changes, this is given verbally and included on daily report sheets/diaries.

Implementation

•Staff training

All staff is knowledgeable about intimate care/personal care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection and Safeguarding, Health and Safety and Confidentiality). The designated employed adult is trained; DBS (Disclosure, Barring Scheme) checked and has received training for very specific intimate care procedures where relevant. During their induction period staff are supervised and supported when carrying out self-care, only staff members who have provided satisfactory references and have a clear DBS check can carry out such self-care routines. Key Persons follow each child's care plan in agreement with parent/carers and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

•Intimate care / personal care plan

If a child requires regular assistance with intimate care, staff meets with the parents to discuss the child's needs and devise an agreed intimate / personal care plan. Relevant health personnel are involved if needed. We monitor and review the plan on a regular basis and access any further training as and when it is required.

•Practice

The designated practitioner who provides the care (in most cases: the child's key person) forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to interact and promote their personal, social and emotional development.

Each child; age and developmentally appropriate is encouraged to undertake as much of the procedure for themselves as possible, including washing hands, dressing/undressing, hygiene and toileting.

The children's toilet areas and nappy changing facilities/areas are used to attend to children's needs and every effort is made to ensure privacy and modesty.

Most procedures are carried out by one member of staff. However, careful consideration is given to the child's individual circumstances/needs to determine how many practitioners might need to be present when a child needs help with intimate care. If a child is unhappy or anxious about the care being provided, the issue will be addressed and discussed with parents/carers to ensure that we continually meet a child's needs.

Each child who attends nursery has a self-Care record which is completed each day, recording nappy changes, toileting, sleep as well as food charts for children under the age of one. It is the responsibility of all key persons to ensure the information recorded is accurate and shared with each child's parent/carer.

•Working with parents

We work closely with parents/carers forming partnerships to identify and ensure we meet each child’s needs, reviewing these regularly through the key person system in place at nursery. Cultural and religious values are respected when planning and we seek to engage in regular communication with parents, and monitor and review the plan together.

•Working with outside agencies

We work closely with outside agencies and utilise their knowledge and expertise where necessary. Our setting based SENCO Jennifer Owen and her assistant Emma Sloan, coordinate this approach in consultation with management as well as parent/carers and the child’s key person.

Disposal of nappies, aprons and gloves safely

At Nursery we have good hygiene practices in place when disposing waste to prevent infection. We follow stringent nappy changing procedures which are included in all staff inductions to ensure the safe disposal of waste, see below. Good hygiene practices are promoted through routine, practice and inductions as well as having monitoring processes in place. Staff adheres to a personal hygiene policy to ensure standards are met at the setting.

Changing a nappy

- A clean disposable apron and gloves is worn every time a child is changed, after having washed their hands thoroughly.
- Whilst changing, children’s skin is cleaned with disposable wipe/creams if needed, these are provided by parent/carers.
- Nappies and ‘pull ups’, gloves, aprons and wipes are disposed of hygienically and safely, they are placed in nappy bags and disposed of immediately in the internal/external bins provided by the nursery.

This policy has been written in accordance with the Disability Discrimination Act (amended 2005) and in conjunction with the nursery’s health and safety policy, Safeguarding / child protection procedures and staff inductions.

This policy will be reviewed annually or when a change in practice or legislation requires.

Policy Updated: September 2014

Signed:
Miss Tranter, Nursery Manager