



INTIMATE CARE POLICY

Policy statement

- Only practitioners employed at Barnett Wood Pre-School, and who are DBS checked, will be allowed to provide intimate care.
- Intimate care routines are essential to ensure that the children's needs are met. This includes but is not limited to; nappy changing, helping with toileting and applying creams to children.
- Practitioners should not undertake any aspect of intimate care that has not been agreed between the setting, the parents and (if appropriate) the child.
- Children should always be encouraged to help with their own personal care appropriate to their stage of development.
- Intimate care routines will often take place on a one to one with a member of staff, if a staff member has concerns about a colleague's intimate care practice, they must report this, following the setting's Whistleblowing Policy.
- Staff are given training on our intimate care procedures as part of their induction process.
- If a staff member observes any unusual markings, discolouration or swelling in non-accidental areas (including the genital area), this should be immediately reported following the Safeguarding Policy. Any unusual emotional or behavioural response by the child must be recorded and reported.
- If during the intimate care of a child, a practitioner accidentally hurts, misunderstands or misinterprets something, they must reassure the child, ensure their safety and report the incident immediately.
- We work closely with parents to ensure their requests for intimate care are listened to and taken into account.

Procedures

Nappy Changing

- We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.
- Before a child starts at Pre-School the child's key person will establish what stage of toilet training the child has reached and will discuss with parents how to move forwards (if necessary).
- Parents will be asked about their child's needs during nappy changing. Children who are in nappies/pull-ups will be asked to provide their own nappies/pull-ups and wipes.
- All children are asked to bring a change bag with a change of clothes appropriate to the weather.
- Staff will check whether children in nappies need their nappy changed periodically during the session and will change a child's nappy as soon as it becomes apparent that this is necessary.
- Children who need a nappy change or wet change will be taken to the nappy change area. Children are changed within sight of other staff whilst maintaining their dignity and privacy at all times.
- Our changing area is warm, with a safe area to lay children and no bright lights shining down in their eyes. There are mobiles and other objects of interest to take the child's attention.
- The practitioner will log the date, time and type of change using the Tapestry Care Diary. It is the responsibility of the parents/carers to check their child's Care Diary at the end of each session.
- It is the responsibility of all members of staff to be aware that there are children in nappies and that they may require a nappy change. It is the responsibility of the Key Person to carry out the nappy change wherever possible.
- Practitioners talk to the children about where they are going and why, when taking them to the nappy change area.
- Practitioners are advised to inform other members of staff when attending to a child's intimate needs.
- All practitioners will wear disposable gloves and disposable aprons and follow the detailed procedure displayed in the nappy change area.
- All nappies should be placed in a nappy sack, tied off and placed in the bin provided. The nappy bin should be emptied at the end of each day.
- The staff must never turn their back on a child or leave them unattended whilst they are on the changing mat.
- We are gentle when changing; we avoid pulling faces and making negative comments about 'nappy contents'.

- We ensure that nappy changing is a relaxed time and talk to make the child as comfortable as possible.
- Any wet/soiled clothing is placed in a plastic bag so that it can be returned to the parent/carer at the end of the session.
- When the child has been changed and all equipment disposed of or put away, the changing mat must be cleaned with anti-bacterial spray

Nappy creams

If parents wish they can choose to bring in a nappy cream for us to use on their child. This will be kept at the setting for use as required. Parents/carers are asked for permission to apply nappy cream on the child's enrolment form.

Toileting

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

- We encourage children to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- Children are told to inform a member of staff should they wish to go to the toilet so that their whereabouts is known.
- Children who need assistance with their toileting are asked by practitioners for permission to assist them.
- Children are encouraged to be as involved as they can be in their own toileting.
- Children who want to perform their own care are encouraged to do so with adult support, when appropriate.
- We encourage children to wash their hands with soap and dry them.
- Any assistance provided with toileting is recorded on the Tapestry Care Diary. It is the responsibility of the parents/carers to check this at the end of each session.

Sun cream

Barnett Wood Pre-School ask that parent's apply sun cream to their child before the start of the session. Where a child is staying all day staff will reapply sun cream at lunchtime to children who have prior written consent. When applying cream staff will only apply cream to the areas of the body which are exposed. Staff should wash hands thoroughly between applications. Alternatively, gloves are available for use if preferred. Once a child has had sun cream applied this will be noted on the child's Tapestry care diary with the initials of the staff member who applied it.

Policy reviewed August 2020

Signed on behalf of the Pre-School

Director _____ **Date** _____