



Wheatley Nursery School

Personal & Intimate Care Policy

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Signed by Chair of Governors.

Date issued: April 2022

Review date: April 2025

This policy will be reviewed as per the review schedule set by the Governing body or in accordance with policy updates issued by Oxfordshire County Council (whichever is sooner).

Wheatley Nursery School
Personal & Intimate Care Policy

Children learn best when they are healthy, safe, secure and all their individual needs are met. This policy sets out clear principles and guidance on supporting children's needs, with specific reference to their personal and intimate care.

Aims

The aims of this policy and associated guidance are:

- To safeguard and promote the welfare of children
- To provide guidance and reassurance to staff who help with children's toileting needs
- To provide guidance and reassurance to staff who are required to handle feeding and medication
- To reassure parents/carers that staff are knowledgeable about young children's personal and intimate care and that their individual concerns are taken into account
- To protect children from discrimination, safeguard their privacy and ensure inclusion for all

At Wheatley Nursery School 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, help with feeding, 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, with the child's key person.

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 enhanced DBS checks
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required such as 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, especially 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

- 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
- 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.

Procedures

It is important to give even the youngest children the highest amount of dignity. This includes the language we use around them. You should talk to the children throughout their intimate care about what is happening using simple language and small words like “the water is nice and warm”.

Staff should always **wash hands before and after** any personal and intimate care and **wear gloves** to prevent cross contamination and the spread of bacteria or disease.

For urine, faeces and other bodily fluids on carpets:

- spill kits should be used to absorb this and the caretaker should be informed to provide a deep clean to the area.

Staff should check there is enough:

- Toilet roll
- Soap
- Paper towel
- Wipes - dry and wet
- Bags
- Gloves
- Aprons

If more are required, staff should restock where needed

We will follow this nappy changing procedure:

The changing room will have all the necessary items needed. Gather these items ready for each change - nappy, wipes, bag, cream if necessary (*where cream is used the child should have their own named cream and written permission obtained from the parent*).

- Wash and dry your hands
- Put on gloves and aprons (following donning and doffing procedure)
- Transfer the child onto the changing bed or get them to stand if they stand for changes

- Remove the child's lower garments to access their nappy. Remove the nappy and place it inside the bag
- If the child's clothes are soiled, they should be bagged separately and sent home
- Using the wipes, clean the child from front to back and place the used wipes in the bag with the nappy. Tie the bag and put it in the yellow bin.
- Put on a clean nappy and apply cream if necessary (*see above*).
- Take off the gloves and apron (following donning and doffing procedures) and place them in the yellow bin.
- Dress the child
- Wash your hands using soap, warm water and dry with paper towels.
- Clean the bed with antibacterial spray or soap and hot water before leaving to dry. Then wash and dry your hands again.
- If the child needs a change of clothes, the child stands in the cubicle and the member of staff stays in the doorway of the cubicle to supervise.