

Health Procedures – Intimate Care



Introduction and our approach to best practice

The Setting aims to support children's care and welfare on a daily basis in line with their individual needs.

All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.

At times children need to be cuddled, encouraged, held and offered physical and emotional reassurance.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support. In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's key person (wherever possible), with the exception of the first aid treatment that will be conducted by a qualified first aider.

The nursery has been designed with intimate routines in mind and safeguarding children in our care. We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties

- Promote a consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works.
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks.(This is organised on induction)
- Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support.
- All nursery procedures relating to intimate care routines.
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training.
- All staff will use the main designated changing area to change nappies.
- Where older children have had a wet or soiled accident, they may be changed in the main children's toilets. Staff will still follow the Hygiene rules.
- Although we want to maintain privacy for the child, it is important for intimate care routines to be transparent, to ensure this children are never changed behind closed doors .
- The staff will work 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, a care plan will be implemented at this point.

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- Ensure all staff have an up-to-date understanding of safeguarding children and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner.
- The setting operates a Whistle-blowing Policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery.
- The management team regularly conducts 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.
- Conduct thorough inductions for all new staff to ensure they are fully aware of the INTIMATE CARE POLICY AND PROCEDURE.
- Staff do not take the camera or tablet into the children's toilets /changing area.
- The nursery conducts regular risk assessments on all aspects of the nursery operation and this area is no exception. 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.
- We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.
- Nursery safeguarding procedures and the South West Child Protection Procedures (www.swcpp.org.uk) will be accessible to staff and adhered to. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they will immediately report concerns to the Designated Safeguarding Officer – Jayne Windsor or Karen Robotham. A clear record of the concern will be completed and the relevant professionals consulted. A copy of the nursery's 'Safeguarding Children Policy' is available on request from the nursery manager.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents and carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary. 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.

Changing procedures

- Children that attend full time are provided with a box for nappies, creams etc.
- Parents/Carers are asked to supply the following : spare nappies, wipes, creams, nappy sacks etc., spare Clothes and underwear as appropriate.
- We have a waist high changing unit with steps which toddlers and older children can climb on to which prevents Staff lifting them.
- Reasonable adjustments will be made for children with additional needs
- Staff never turn their backs on, or leave a child unattended whilst on a changing mat
- Clean hygiene roll is used for every child and changing mats are disinfected after each change.
- Staff changing children wear vinyl or latex free gloves and aprons and wash hands when leaving changing areas.
- Used disposable nappies or trainer pants are cleared of solid material and placed into the nappy

disposal units.

- We have child sized toilets which are easily accessible for small children
- Children are encouraged to take an interest in using the toilet; they may just want to sit on the toilet at first.
- 2 year olds will never be left alone whilst going to the toilet and will be fully supported whilst growing in independence
- Older children can access the toilets whenever they have the need to and are encouraged to be as independent as possible.
- Children are reminded at regular times to go to the toilet e.g. before and after lunch or snack times
- Children are encouraged to wash their hands after using the toilet and have soap and towels to hand

Potty/Toilet Training

Potty/Toilet training is a very important milestone for each and every child, we are happy to support children when they are being toilet trained but this must be initiated by parents at home. In order to be toilet trained children need to independently be able to recognise the need to use the toilet at the right time. Sometimes children can manage this at home but not in the busy nursery. Not all children are ready for toilet training at the same age. It should be as stress free as possible for the child. We believe that by starting the process too soon children will become tense & anxious particularly in the nursery. Toilet training is not about taking children every few minutes to the toilet/potty & expecting them to perform. It is about children themselves being able to recognise the signals that tell them they need to go to the toilet. Staff will discuss with parents if they feel a child is not yet ready to be toilet trained in the nursery. Toilet training is best achieved in a calm environment using a consistent approach.

The following procedure will be followed:

- Senior staff must ensure that ALL staff in the team are fully aware of the child's stage of potty/toilet training.
- ALL children at the potty/toilet training stage must be accompanied to the bathroom and supervised and supported whilst in there.
- Reassurance and praise should be given at every step.
- Potties require immediate emptying and cleaned with an anti-bacterial spray ready for the next child to access.
- Children should then be advised and supported to wash their hands with soap and water and dried thoroughly.
- All visits to the potty will be recorded and during handover parents will be informed of their child's progress on that day
- If any child is struggling with standard potty training techniques, then this will be discussed with the senior team and between staff and the child's parents

