

# The Children's Workshop

## Intimate Care Policy (Including Nappy/Clothing Changing Policy & Procedure)

EYFS: 3.1, 3.6, 3.27 3.20 3.64

At the Children's Workshop 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 at the Children's Workshop hold a current 12 x hour paediatric First-Aid certificate.*

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 pre-school 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
- Ensuring children are afforded privacy during intimate care routines whilst balancing this with the need to safeguard children and staff. No nappies will be changed or intimate routines take place behind closed doors
- Conducting thorough inductions for all new staff to ensure they are fully aware of all pre-school 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 as laid out in the 'Parent and Carers as Partners' policy. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the pre-school 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
- Operating a 'Whistle-blowing' 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 pre-school
- Conducting working practice observations on all aspects of pre-school 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 pre-school operation including intimate care and reviewing the safeguards in place. The pre-school has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.
- Using appropriate biological terminology during intimate care routines

### **NAPPY/CLOTHING CHANGING POLICY & PROCEDURE**

#### **Aim**

It is our intention to make our pre-school genuinely accessible to all children and to give consideration to the individual needs of the child.

Achieving continence is one of hundreds of developmental milestones usually reached within the context of learning in the home and should this milestone not have been reached by the time a child starts the Children's Workshop, the staff will ensure that the child's toilet needs are dealt with in a sensitive and professional manner.

#### **Method**

If a member of staff becomes aware that a child's nappy/pull-up and/or clothing needs changing during a session due to soiling or becoming uncomfortably wet, the following procedures will be applied: -

- A member of staff will take the child to the toilet area and will change the child on a changing mat or in the toilet cubical.
- Wipes will be used to clean the child, unless otherwise requested.
- Staff will wear disposable gloves and aprons while changing the nappy/clothing.
- Soiled nappies will be double wrapped and will be disposed of in an appropriate bin.
- The member of staff will log the details specifying the date, time, reason for change and initial it.
- The changing mat will be cleaned after use with an appropriate anti- bacterial cleaning agent.
- Wet clothing will be bagged and given to the parent/carer upon collection of the child.
- Hands will be washed and dried as soon as the task is completed.
- If the child is unduly distressed by the experience, the member of staff will telephone the parent to discuss how best to proceed.
- If the staff member notices marks or injuries, the procedures in the Child Safeguarding Policy will be followed.

#### **Parental Responsibilities**

We ask parents to ensure the following:

- That until they are mainly continent, children wear nappies or protective underwear in order to prevent contamination of the pre-school's furnishings etc.
- That the child is changed at the latest possible time before being brought to the pre-school and that spare nappies, wipes, any creams/lotions and a change of clothing are provided.
- That they understand and agree the procedures that will be followed when their child is changed in pre-school and inform the pre-school should the child have any marks/rash.
- That they understand that the child will be changed as deemed necessary by the staff.
- That they understand that they will be asked to collect the child from pre-school should the child show symptoms of diarrhoea or similar indications of ill health.

## The Children's Workshop

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>January 2019</i>		<i>January 2020</i>