

NURSERY INTIMATE CARE POLICY

1 Introduction

New Hall Nursery 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 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, and applying sun cream for protection.

In order to maintain the child's privacy, most of these actions will take place on a one-to-one basis and, wherever possible, be supported by the child's Key Person, or staff within his/her room. Parents will be informed of who their Key Person will be once they have registered and accepted a place and will be introduced to them during settling in sessions.

The only exception will be the administering of first aid treatment, which may be carried out by the medical team or the Nursery Management Team, or those who have attended the relevant training

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 ensure the staff member concerned involved is fully supported and able to perform their duties safely and confidently.

We will endeavour to support all parties through the following actions:

- Ensure all information is gathered from parents regarding birth marks, any scars, operations or ongoing medical issues
- Promote consistent and caring relationships through the Key Person system
- Ensure all staff undertaking intimate care routines have suitable DBS enhanced checks
- Train all staff in the appropriate methods for intimate care routines and first aid
- Ensure all staff are made aware of all known allergies and this information is kept up-to-date and reviewed annually
- Conduct thorough inductions for all new staff to ensure they are fully aware of all Nursery procedures relating to intimate care routines
- Follow up on these procedures through supervision meetings and appraisals
- Work closely with parents on all aspects of the child's care, which is essential for intimate care routines that may require specialist training or support
- Ensure safeguarding training is up-to-date for all staff and that all staff are aware of the *Whistle Blowing Policy*
- Ensure up-to-date behaviour management training/awareness
- Complete up-to-date risk assessments to ensure safeguarding measures are in place

2 Nappy changing procedure

Toddlers will have their nappies changed according to their individual needs and requirements by their Key Person wherever possible. Information will be shared between parents and the Key Person about nappy changing and toilet training in a way that suits the parents. Nursery will have regular check times to ensure that no nappies are missed.

- All staff must wash hands before and after each nappy change
- Disposable aprons and gloves are provided, but optional ensuring good hand hygiene routines are followed
- If used, disposable gloves must be used only once and disposable aprons disposed following a soiled nappy
- Changing mats must be wiped down with anti-bacterial spray after every nappy change
- After changing a nappy, nappies, wipes, aprons, gloves and any other items used must be put into a nappy sack before being disposed of into the nappy bin
- Nappies will never be left longer than three hours
- Nappy changes are recorded on Tapestry for Cedar Class, at the time of changing and a paper record is kept at Nursery for all nappy changes
- If a practitioner has any concerns at the time of changing a nappy, e.g. bruising, soreness etc, a safeguarding concern will be raised on My Concern immediately
- If a practitioner accidentally injures a child (such as a scratch) during a nappy change or at any other time, this will be recorded on My Concern and the parents notified accordingly
- Parents to provide all nappies and creams to avoid allergies. We do not allow “pull up” nappies as they confuse children and are not as effective as standard nappies

3 Toilet training

We have purpose-built toilets for children to encourage independence which aids toilet training. We actively encourage the use of a toilet in the first instance.

- We will encourage independence, assist with dressing where necessary and model hand washing and toilet flushing
- Toilet training is very individual and should follow the parent’s lead. When a child is showing signs of readiness by telling you they need to empty their bladder or bowel or trying to take their nappy off, then a conversation can be had with the parent/s
- We will encourage use of the toilet rather than a potty where possible, as it is more hygienic and will cause less confusion for the child
- Staff can assist with cleaning, but will endeavour to encourage the child to be independent
- Staff will gently remind children to try to use the toilet hourly until they can regulate their own needs
- Parents will be required to provide extra clothing (including shoes and socks) during toilet training; loose fitting tracksuit bottoms are ideal and easy to pull up and down for the children; try to avoid tight trousers or tights
- Parents are notified of toileting accidents on collection, particularly if nursery spare clothing has been sent home

4 Sun cream

- Parents where possible should apply a suitable sun cream before their child attends Nursery
- Children in Pre-School will be encouraged to apply (with support) their sun cream independently
- Children in Nursery will have additional sun cream applied as and when necessary, by either their Key Person, or a familiar adult
- Sun cream will be provided by the Nursery, unless parents want to use a different brand