

Intimate Care Policy

Bright Beginnings Childcare Centre 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.

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.

Privacy is an important issue. Much intimate care is carried out by the child's key person or the identified 'significant other' wherever possible. If neither are available another practitioner will support the child. First aid treatment will be conducted by a qualified first aider. The changing and toilet areas are clearly visible to other supervising staff at least one of whom will be present in the area should additional support be required.

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:

- Implement our robust recruitment policy and procedure to ensure all adults working in the Centre are suitable people
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- Conduct thorough inductions for all new staff to ensure they are fully aware of all Centre procedures relating to intimate care routines
- Promote consistent and caring relationships through the key person system within the Centre and ensure all parents understand how this works
- 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, recording documentation
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training

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We will work closely with parents on all aspects of the child's care and education as laid out in our Partnerships with Parents policy. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the Centre 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.

Bright Beginnings will ensure 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 share concerns in the most appropriate and speedy manner.

The management team regularly conducts working practice observations on all aspects of Centre operations to ensure that procedures are working in practice and all children are supported fully by the staff.

Toileting, Nappy Change and Bathroom Routines

Nappy Changing

- Nappy changing is a personal time and the child's privacy should be respected.
- Staff must wear appropriate personal, protective equipment (PPE) whenever changing a nappy.
- Changing time is a positive, warm, caring experience, with the adult engaging in conversation with the child, making eye contact and interacting with the child throughout the task.
- This routine should be carried out in a relaxed, reassuring and unhurried manner
- The changing areas should be set out each morning and checked regularly throughout the day. The area should have the following;
 - Cotton wool and water bowl
 - Nappies, pullups and wipes
 - Baby bath
 - Disposable gloves / aprons
 - Disinfectant spray / disposable roll wipe

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Nappy Changing Procedure

- Staff must wear disposable gloves and aprons when appropriate, dealing with body fluids.
- Children may be changed at a changing station or on a changing mat on the floor, whichever the practitioner feels comfortable with.
- Children **must never** be left unattended on the changing stations. The practitioner must supervise the child throughout the nappy changing process.
- Nappies should be removed, retaining any soiled matter within the nappy, securing the existing sticky tapes. The nappy must be placed into a small nappy sack then placed into the disposal unit provided. Bright Beginnings provides a range of nappy sizes for children as part of our additional services.
- Each area must have a soiled linen bucket with a lid.
- Bright Beginnings provides individual pots of Sudocrem - provided as part of our additional services, for each child. This will be administered by practitioners, unless directed or requested otherwise.
- The change area must be tidied and sterilized using the disinfectant spray and disposable roll wipe.
- Staff must remove the disposable gloves/apron and must wash their own hands before returning to the play area.

Toilet Training

Toilet training should be discussed with the parents on admission and when this is appropriate for the child. Potty training should be a 'fun time' for the child, never stressful, and children should never be reprimanded for having 'accidents' at any time.

Pottys should be rinsed and washed after every use, using spray disinfectant and disposable wipe roll.

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Toileting

How we support young children's independency and help in accessing bathrooms, managing their own care routines.

- When able children are encouraged to visits the bathrooms independently.
- Staff always remain vigilant and close enough to support as and when needed.
- Accidents e.g. wetting garments etc. Practitioners will use appropriate language and be sensitive to the needs of the child.

This Policy was adopted on	30 th August 2017
Signed on behalf of the Centre	Angela Hynes
Date for review	30 th August 2018