

Tiddlywinkers Day Nursery **Policy on Intimate Care**

At Tiddlywinkers Day Nursery we aim to provide a friendly, secure and stimulating environment where children and families from all backgrounds and cultures feel welcomed. We respect and value each other, encouraging and supporting our children to be confident and independent individuals who achieve their best.

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise staff on the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents. Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Photographs
- Supervision of a child involved in intimate self care

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff will work in partnership with parents/carers to provide continuity of care to children wherever possible.

Tiddlywinkers is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Tiddlywinkers recognises that there is a need to treat all children with respect when intimate care is given, children with special needs can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs. No child should be attended to in a way that causes distress or pain.

Principles of Intimate Care

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be treated with dignity and respect
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities

- Every child has the right to express their views on their own intimate care and to have such views taken into account
- Every child has the right to have levels of intimate care that are consistent as possible

Tiddlywinkers Responsibilities

- All staff working with children must be vetted, this includes students on work placement and volunteers. Vetting includes:
 - Access NI checks
 - Pre-employment checks (Health Declaration)
 - Two independent references
- Person in charge must ensure that all staff undertaking the intimate care of children are familiar with, and understand the intimate care policy and procedures
- If a staff member has concerns about a colleagues intimate care practice they must report this to the person in charge immediately

Best Practice

- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance
- Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account their developmental changes
- There is careful communication with each child who needs help with intimate care, in line with their preferred means of communication (verbal/symbolic etc) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.
- Staff will encourage a child's independence where possible in his/her intimate care. Where a child is fully dependent staff will talk with them about what is going to be done.
- Staff will only carry out care activities they understand and feel competent and confident to carry out

Supporting Dressing and Undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt dressing and undressing unaided.

Providing Comfort or Support

Children may seek physical comfort from staff. Where children require physical support, staff need to be aware that physical contact must be kept appropriate, staff must provide care which is suitable to the age and situation of the child.

Nappy Changing

When changing a child's nappy the member of staff will signal their intention to change a child's nappy or assist with intimate care. The member of staff will speak to the child personally by name so that they are aware of being the focus of the activity and are able to feel safe and secure. The member of staff will give explanation of what is happening in a straightforward and reassuring way, this will enable the child to be prepared for and to anticipate events. This will also support their understanding of the toileting procedure. The member of staff will, where possible, encourage the child to wipe private parts of the body themselves during intimate care, to encourage dignity and independence. We will provide facilities which afford privacy and modesty. Staff will keep records of any nappy changes and intimate care tasks including dates, times and names.

Toileting

At Tiddlywinkers we work with the parents so the child feels comfortable when learning to use the toilet. We have children's size toilets to support the children with their training. If a child wears a nappy/pull-up in between using the toilet we encourage them to use the toilet each time they have it changed.

All children at Tiddlywinkers are reminded to use the toilet throughout the session and then it is recorded on our toileting/nappy change charts. Each child is given appropriate praise and encouragement for using the toilet or for having a try. All staff members are happy to deal with accidents and understand that having accidents is a part of the learning process. Parents/carers are asked to send their child in with a bag containing several changes of clothes.

Children are changed in the toilet and wet/soiled clothing is put into a nappy bag and sent home. Before taking a child to use the toilet or to change them, the staff member responsible will inform another member of staff. This is to ensure other staff members do not worry if they have seen that a child is missing from the group and also it is to ensure that staff members are aware of where other members of staff are.

Soiling

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care are made aware of Child Protection procedures and Health and Safety practices. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes. There

is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic etc) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. If a child refuses to be changed, we will first encourage them to do so, if they still refuse, we will telephone the parents/guardians to ask them to come and change their child.

When changing a child, staff should always be aware of the possibility of invading a child's privacy and will respect a child's wishes and feelings. If a child needs to be cleaned, staff will make sure that; protective gloves are worn, the procedure is discussed in a friendly and reassuring way with the child throughout the process. The child is encouraged to care for him/herself as far as possible. Physical contact is kept to the minimum possible to carry out the necessary cleaning. Privacy is given appropriate to the child's age and the situation.

Any soiling that can be is flushed down the toilet, soiled clothing is put in a plastic bag, unwashed and sent home with the child. Parents are encouraged to provide a spare change of clothes.

Dealing with Bodily Fluid

Blood and vomit will be cleaned up immediately and disposed of safely by:

- Vomit and blood will be cleaned ASAP using antibacterial wipes and spray.
- The child will be cleaned using warm water and liquid soap.

When dealing with body fluids, staff will wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterwards. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practical steps to prevent and control the spread of infection.

Hygiene

All staff must observe precautions for avoiding infection, must follow basic hygiene procedures and have access to disposable gloves and aprons.

Protection of Children

If a member of staff has any concerns about physical changes in a child, such as marks, bruises, soreness etc, they will immediately report these concerns to the designated child protection officer.

Personal safety is part of our personal, social and emotional development and taught at as appropriate to children's developmental level and degree of understanding.

All staff are vetted before commencing employment. It is not appropriate for volunteers or students to carry out intimate care procedures.

Protection of Staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. Staff should make it known to another member of staff working close by that such care is being provided in order to ensure responsible protection for both child and staff.

If a child makes an allegation against a member of staff, we will follow the policy for Allegations against Staff.

Policy agreed and adopted by:

Proprietor _____

Manager _____

Date _____