

INTIMATE CARE, SAFE CARE AND PRACTICE

All children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. Young children need to be cuddled, encouraged, held and offered physical reassurance to support their development. Our staff are responsive to children's needs, whilst remaining professional at all times.

Intimate care routines are carried out 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.

Links to legislation: Childcare Act 2006, statutory framework for EYFS

Links to other policies and documentation

Home/ nursery communication book:

Risk assessment

Health and safety

Safeguarding and child protection

Registration form

In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis.

We wish to ensure the safety and welfare of children during intimate care routines in order to 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:

- 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
- To maintain high standards of hygiene all staff are required to clean the changing area both before and after changing a child's nappy
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines (gloves, hand washing)
- 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 any intimate care routines which require specialist training or support. If a child requires specific support the nursery will discuss the child's needs at the point of enquiry or registration, to clarify all relevant information. Appropriate training will be accessed to enable staff to meet the child's individual needs.
- Parents are asked to provide nappies and wipes

Safe Care

- Cuddles are given when sought by a child needing comfort. This is done in the presence and view of other children and practitioners where possible and as appropriate. The manager and staff have a duty to ensure that children are appropriately comforted and to monitor practice
- Behaviour such as boisterous tickling or play are firmly discouraged and all staff are advised to report any such conduct
- Staff are respectful to each other, the children and families in the nursery and do not use inappropriate language or behaviour at any time on the premises

The following actions are taken to support both intimate care and general safe care within the nursery:

- Ensuring all staff have 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
- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Operating a whistleblowing 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 nursery. All staff are aware of the nursery Whistle blowing procedures
- Conducting 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
- Conducting regular risk assessments on all aspects of the nursery operation including intimate care and reviewing the safeguards in place. 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.

If any parent or member of staff has concerns or questions about intimate care procedures, individual routines or safe care, please see the manager at the earliest opportunity. If a concern is about the manager's practice this should be addressed with the Balsam Manager, Sue Place, in line with the Child Protection Policy procedures.

Monitoring and review

- All nursery policies are monitored and reviewed annually
- Policies and procedures are updated and amended in line with any emerging and relevant government legislation or County Council guidance

Informing parents of changes to policy

Our policies are reviewed regularly. Parents are notified by email, usually with their invoice or newsletter.

This policy was adopted on	Signed on behalf of the nursery	Date for review
1-6-15	Tina Graham	1-6-16
Reviewed 8-3-17	Tina Graham	8-3-18