



# Gidea Park

PREPARATORY SCHOOL AND NURSERY

## **Intimate Care Procedure (Nursery)**

December 2021

At Gidea Park Preparatory School and Nursery, 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.

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 nursery 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.
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery 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. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery 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.
- 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.
- 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.

## Nappy changing and toileting

- Staff will ensure they are changing children in the changing area provided, within view of other staff members but ensuring privacy for the child is met also.
- Staff will wear gloves when changing a child; nappy or clothing
- Staff will log the nappy change on our Family app for parents and manager to see
- Staff will ensure children are supervised when going to the bathroom, older children may be more independent in self-care and wish to attend the bathroom alone. Staff will ensure they can either see within the bathroom or is in ear-shot distance
- Staff will sanitise changing unit before and after changing a child
- Nappies will be disposed of in a nappy bag
- Children will have their own nappy/wipes box that can be easily accessed by staff members.
- Staff will only begin toilet-training where appropriate and once discussed with parent/carer first. They will discuss a suitable plan that suits the nursery and home life.
- Toilet training seats are available for those toilet training

## Sleep routine

- Children will sleep on suitable sleep mats **only**
- Children will not sleep on the carpet area or on pillows
- Each child will have an allocated bed mat and blanket for the week, these will then be washed on their last day ready for the following week. Blankets will be kept in zip-locked bags to prevent spreading of germs/infections
- Children will sleep at the bottom of the mat, with one blanket.
- No teddies or pillows will be with the child resting
- Tight clothing will be removed to prevent uncomfortable restrictions during sleep
- Socks and shoes will be removed during sleep time
- Blankets must be tucked under the child
- Children will be allowed to sleep in a position that they feel comfortable in. Usually over the age of one, children can sleep safely on their backs, front, sides.
- Staff will pat the child to sleep or stroke their face, where needed.
- Children **will not** sleep in rockers or prams.
- Staff will log sleep times on the Family app.
- There will always be a staff member within view of sleeping children. Sleep monitor will be in the room for older children. **Staff will check sleeping children every ten minutes.**
- Children will be woken by 2pm, unless otherwise stated by parent/child needs.
- Sleep mats will be sanitized after use

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see the manager at the earliest opportunity.

13/12/2021 Gabby Hadji – *Nursery Manager*