

Ganneys Meadow Nursery School and Family Centre



Intimate Care Policy

September 2021

Adopted by the Governing Body

School: Ganneys Meadow Nursery School and Family Centre

Date: September 2021

Review: September 2022

Statement and Aims

Ganneys Meadow Nursery School ensures that all children are given dignity and privacy throughout their nappy change and when any personal care is undertaken. We will make certain the changing area is always clean, warm and safe. When changing a child, the practitioner will endeavour to ensure she/he is within the visibility of another practitioner whilst still protecting the dignity and privacy of the child.

Routinely, nappies are changed in accordance with the individual child's routine and dependent upon their sessions.

Parents provide nappies and wipes for their child. The school provides appropriate Personal Protective Equipment (PPE) which includes disposable gloves, disposable aprons, disposable towels, nappy sacks, sanitizer, antibacterial spray cleaners, waterproof mat and visors. The Nappy Changing Record Log Book are promptly completed by the practitioner and specify the time of each nappy change, practitioner's initials and child's name.

Nappy time and toileting is an important opportunity to develop the key person – key child bond and promote learning. Practitioners will therefore use the opportunity to engage with the child and help develop key skills or routines. For example, if there is a child who is scared of nappy change; the practitioner will encourage the child to sing along to a familiar song sung only at nappy change time, or give the child a choice of which nappy to pick. Children are also encouraged to bring a special toy, book or comforter into the changing area for comfort if needed. Nappies and potties are also routinely used as props in the home corner area; this is to help children familiarise themselves with and become more settled with toileting routines.

Our Policy and Approach

Our Nursery School 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.

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:

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parent/carer(s) understand how this works
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- 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
- 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 to identify any areas for development or further training
- Working closely with parent/carer(s) 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
- Ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner
- The setting operates a Whistleblowing Policy as a means for staff to raise concerns relating to their peers. The Headteacher and Governors will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery

- The Headteacher regularly conducts working practice observations on all aspects of nursery operations to ensure that procedures are working and all children are supported fully by the staff. This includes intimate care routines
- Staff will be trained in behaviour management techniques as applicable. We adopt the Six Principles of Nurture in our school.
- The nursery conducts regular risk assessments on all aspects of the nursery operation and this area is no exception. 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

To minimise the risk of allegations the nursery promotes good practice in the following ways:

- Although it is appropriate to cuddle young children, staff are advised to usually do this in view of other children and practitioners. There may be occasions, for example when a child is ill and needs comforting away from others and this will continue to take place. It is the duty of all staff, the Headteacher and Governors to ensure that comforting children is appropriate and to monitor practice
- When changing children's nappy's or soiled/wet clothing, the doors remain open, where appropriate. All staff are aware of the Whistleblowing procedures and staff check in with one another periodically throughout the day to ensure safe practices
- Inappropriate behaviour such as over tickling, over boisterous or inappropriate questions such as asking children to tell them they love them is discouraged

Any behaviours which could be deemed inappropriate will be managed in line with the supervision/ disciplinary or Whistleblowing procedures. If a parent or member of staff has concerns or questions about safe care and practice procedures, they are urged to alert the Headteacher at the earliest opportunity.

Toilet Training

When your child starts to show signs that they are becoming aware of their bodily functions staff will arrange a convenient time to discuss with you your plans on potty/toilet training your child.

It is very important that we work together to toilet train your child. If we start the training and your child is not ready, then we can stop and start again when they are. Some children take to toilet training overnight for some it is a longer process, the most important thing is that we work together to give your child the support and reassurance they need during this period.

In order to help your child to become independent in going to the toilet, the nursery has low level toilets and wash basins.

Toilet Training Procedure

- Practitioner should wear a plastic apron and disposable gloves.
- Toilet must then be cleaned with sanitizing antibacterial spray if there is any spillage.
- Regularly clean the toilet seat with V1 cleaning spray where appropriate.
- Remove apron and gloves.
- Wash hands thoroughly and dry well with disposable paper towels.

Nappy Changing Procedure

Nappy changing is an opportunity to develop language and learning skills. At Ganneys Meadow Nursery we do not treat this as a separate activity, we expect staff to interact and verbally engage with children as they are expected to do so in any other activity.

Stage 1 Signalling Nappy Changing or Toileting Time Procedure

- Make eye contact with the child and engage with the child in a way that is sensitive to their age and needs. Be aware the child might be engaged in an activity- the transition should be managed carefully and sensitively allowing them time to finish the activity where possible.

- Signal it is nappy change time or toileting time by using one of the following recommended methods: talking to them/ singing a familiar song, allowing the child to bring a long a special toy, book or comforter, ask child to help out e.g. carry nappy box, choose their own nappy from the box etc.
- Allow the child time to respond to your request (wait a few minutes).
- Be patient and allow time for child to finish the activity they are doing if they are not willing to leave right away.
- Assess the child's wishes and feelings and respond appropriately and sensitive. If a child is not ready for toileting or nappy change now or appears distressed, allow the child extra time and provide additional support as necessary.

Stage 2 Changing Area Procedure.

- Practitioner washes their hands with warm running water and soap.
- Use new disposable gloves and apron for each child in order to prevent the spread of infection. Ensure that you are wearing a face covering and visor.
- Child should be placed gently and safely on the changing surface. Where possible they should be encouraged to do this independently.
- Wet /soiled nappy will be removed.
- Child will be cleaned from front to back, depending on parent's instructions. Cream will only be applied if prescribed by a medical professional or if parents have signed a consent form (available from the office) to apply barrier cream as a preventative measure.
- Clean nappy should be secured on child.
- Wet /soiled nappy should be placed inside a nappy sack and placed in the designated bin.
- Practitioner will remove gloves and blue apron and throw these away in the designated waste bin.
- Child should be placed safely on the floor and taken to the sink to wash hands with warm running water and soap.
- Practitioner will clean the changing table and surrounding areas thoroughly after each session with designated antibacterial sanitizing spray (DO NOT spray on the mat spray on the tissue and ensure room is ventilated).
- Practitioner to wash and dry their own hands with warm running water and soap.
- Practitioner will record details in appropriate Nappy Changing/Toileting log book..
- Replace deficiencies in soap, detergent, cleaning sprays etc., immediately.

Toileting and Washing Facilities Policy

To encourage independent skills in using the toilet and to promote Health and Safety and Hygiene in this area the nursery has adopted several strategies to ensure toileting is a routine that is promoted and followed efficiently:

- Children transitioning from nappy to toilet training are guided to use the toilet every 20-30 minutes
- All children are encouraged to use the toilet regularly
- Staff will encourage older children to signal the need to use the toilet e.g. saying a word, (or signal for non-verbal children such as a Makaton sign).
- The bathroom facilities are low ground and easily used by children. There are touch free air dryers
- There are push button taps and soft touch toilet flush buttons to help young children be independent in using them.
- There is one tap with a pre-set water temperature (for comfort and within hygiene guidelines). There are no mixer taps of hot and cold- which are more difficult for children to manage.
- Staff remind parents/carers to bring spare clothes to change after an accident or spill.
- Our school displays positive images of hand washing in each bathroom at child level.
- Bathroom areas and rules for children are clearly labelled and displayed.

Children will be supervised by staff at all times when using these facilities. Staff will guide children in using the facilities and with the washing of their hands. Staff will verbally support children and offer praise for good effort.

Toilet and bathroom cleaning schedule

- All toilets are to be cleaned down daily, routinely after lunch and after tea time, with V1 detergent. This includes toilet seat and handle, sinks, taps and door handles.
- Toileting area should be cleaned down, as above, whenever necessary.
- Use disposable cloths to clean using antibacterial antiseptic spray, making sure you wear disposable gloves.
- If an area becomes contaminated with infected material, the area needs to be washed down with hot water and V1 detergent, then disinfected using a bleach-based disinfectant.

- If necessary, apply cream cleaner or toilet bowl cleaner to remove stains.
- Mop spillages from the floor using the colour coded mop and following the diluting guidelines for the floor disinfectant cleaner.
- Children are to be supervised, aided as according to their needs, and independence encouraged.
- Educate children on how to flush the toilet and wash their hands properly and supervise this on every occasion.