

Intimate Care Routines 2016



The legal framework for this policy is based on:

Children Act 1989

Purpose	To safeguard and promote the well being of children during intimate care routines
Scope	All staff, students and parents
Responsibility	Owner/Manager

Heaton House Nursery 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.

In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's key worker, with the exception of the first aid treatment that will be conducted by a qualified first aider.

In the absence of the key worker, the child should receive intimate care from a staff member who has an established, secure bond with the child and upholds the relevant DBS checks. This is often referred to in the setting as the 'Key Family'.

Care routines are to be seen as learning opportunities and communication friendly times. Staff members should use this time to encourage conversation and learning relating to self-care and well being. Care routines should not be rushed and independence and self-care should be promoted where appropriate.

Intimate care routines will be respectful of the child and carried out in a designated area where the child feels comfortable. Entrance's to toileting room doors will remain open during care routines to ensure monitoring and will be regularly checked by room leaders/managers to ensure correct procedure is adhered to.

All care routines, inclusive of nappy changing, toileting, changing of clothes and first aid must be documented and kept on record for inspection if necessary. It is the rooms responsibility to ensure they have the correct documentation and that all completed documents are responsibly archived.

Policy adoption date	Signature on behalf of nursery	Staff dissemination date	Latest review date	Next review date
19/09/2012	Esigned – Lauren Hyde	31/03/16	28/03/2016	December 2016

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The individual needs of all children during care routines should be readily available to consult, yet displayed in a confidential manner, to ensure each child's needs are met. Key workers shall ensure that staff members within the room are aware of their child's needs and how this can be met during care routines.

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 parents 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 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 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 management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery
- The management team regularly conducts 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
- Staff will be trained in behaviour management techniques as applicable

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- 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.

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.

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