

Intimate Care and Nappy Changing Policy & Procedure

Bierton Pre School aims to support children's care and welfare 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 needs are met. This may include nappy changing, supporting children with toileting, changing clothes, first aid treatment or specialist medical support.

Where possible, intimate care is provided by the child's key person.

In order to ensure the safety and welfare of the children, safeguard against any potential harm as well as ensuring the staff are fully supported and able to perform their duties safely and confidently, Bierton pre school will:-

- promote consistent and caring relationships through the key person system in the pre school and ensure all parents understand how this works.
- ensure all staff undertaking intimate care routines have suitable enhanced Criminal Record checks via the DBS and complete an 'Ongoing Suitability form' as required but not less than once a year.
- train all staff in the appropriate methods for intimate care and nappy changing 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 pre school procedures relating to intimate care/nappy changing routines.
- follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training.
- work 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 pre school 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/child protection and how to protect children from harm, this includes identifying signs and symptoms of abuse and knowing what to do if worried about a child.

Bierton pre school operates a whistle blowing policy as a means for staff to raise concerns relating to their peers. The management support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children who attend the pre school.

Risk assessments are conducted on a regular basis, on all aspects of the settings operation and this area is no exception. The pre school 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 speak to the manager at the earliest opportunity.

This policy was adopted by the Bierton Pre School Committee

Date: **11th March 2019**

Signed:.....

Name: **SARAH HEARN**

Role of signatory: **CHAIRPERSON**

Signed, all staff: