

## Intimate Care Policy

At Stanmore Montessori 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. Staff are advised to do this in view of other children and practitioners, whenever possible and never behind closed doors.

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, wherever possible, by the child's key person with the exception of first aid treatment which must be carried out by a qualified first aider.

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 setting and ensuring all parents understand how this works
- Ensuring all staff undertaking 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 procedures at Stanmore Montessori 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 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 setting 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 as set out in the safeguarding/child protection policy
- Operating a whistle blowing 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 at Stanmore Montessori.

- 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 setting 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 procedures**

- Ensure all staff undertaking nappy changing have suitable enhanced DBS checks.
- Key persons have a list of personalised changing times for the young children in their care who are in nappies.
- Key persons undertake changing young children (or whoever is closest and available).
- The changing area is located in the ladies cloakroom (or in the schoolroom).
- Each child has his own bag containing nappies, wipes, sacks and a change of clothes.
- Gloves and aprons are put on before changing starts and the areas are prepared. Use a wipe to clean the changing mat or place paper towels down on the changing mat.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies. Train staff in appropriate nappy changing methods.
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children. Staff should talk or sing to children to help them learn.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- They should be encouraged to wash their hands and have soap and towels to hand.
- They should be allowed time for some play as they explore the water and the soap.
- Anti-bacterial hand wash liquid soap is used.
- Ensure hygiene procedures are followed eg hands washed before and after nappies are changed and changing mats are cleaned before and after each use.
- Key persons are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents.'
- Key persons do not make inappropriate comments about young children's genitals when changing their nappies.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies are disposed of hygienically, placing them in the nappy sack and put in the bin outside. Ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.

- If young children are left in wet or soiled nappies in the setting this may constitute neglect and will be a disciplinary matter. Stanmore Montessori has a 'duty of care' towards children's personal needs.
- Make sure staff do not change nappies whilst pregnant
- If a child requires specific support (SEN) the setting will liaise with the parents 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 child protection that includes identifying signs and symptoms of abuse
- Conduct regular risk assessments of all nursery operations including intimate care and reviewing the 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.