



St. Thomas a Becket Nursery School
3 Tutts Barn Lane
Eastbourne
BN22 8XT

01323 725977

Registered Charity No. 1097448

Personal and Intimate Care nappy changing and toileting; administering First Aid

(please see separate Administration of Medicine Policy)

Responsibility: Nursery Manager / Nursery Lead

Review Cycle: Every two years

| Date of adoption / last review: | Signed / Role | Date of next review: |
|--|---------------------------|-----------------------------|
| May 2022 | C Harrison | May 2024 |
| May 2024 | C.Harrison / Nursery Lead | May 2026 |
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St Thomas a Becket Nursery
Personal (including intimate) Care Policy

EYFS January 2024

EYFS S1

Personal, Social and Emotional Development

Children's personal, social and emotional development (PSED) is crucial for children to lead healthy and happy lives and is fundamental to their cognitive development.

... Through adult modelling and guidance, they will learn how to look after their bodies, including healthy eating, and manage personal needs...

Early Learning Goals: Managing Self

Children at the expected level of development will:

- Manage their own basic hygiene and personal needs, including dressing, going to the toilet and understanding the importance of healthy food choices.

EYFS S3

The safeguarding and welfare requirements

3.1 Children learn best when they are healthy, safe, secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.

3.2 This section of the framework sets out the safeguarding and welfare requirements providers must meet. They are designed to help providers create a high-quality, welcoming, and safe setting where children can enjoy learning and grow in confidence

3.3 Providers must take all necessary steps to keep children safe and well. The requirements in this section explain what early years providers must do to:

- Safeguard children.
- Ensure the adults who have contact with children are suitable.
- Promote good health.
- Support and understand behaviour.
- Maintain records, policies, and procedures.
 - All members of staff will receive safeguarding training on a regular basis, and receive child protection and safeguarding updates as required, but at least annually.
 - All members of staff are instructed to report any concerns about the safety and welfare of children's intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with the nursery's Child Protection and Safeguarding Policy.
 - Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and our Whistle Blowing Policy.

Suitable people (see our Safer Recruitment Policy)

3.9 Providers must ensure that people looking after children are suitable; they must have the relevant qualifications, training and have passed any required checks to fulfil their roles. Providers must take appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced. Providers must also ensure that any person who may have regular contact with children (for example, someone living or working on the same premises the early years provision is provided), is suitable

- Our Nursery adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.
- Intimate care is classified as regulated activity; therefore, we will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.

Paediatric First Aid

3.29 At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A. PFA training must be renewed every three years and be relevant for people caring for young children and babies.

3.30 Providers should take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

3.31 All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.

3.32 Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

- Please see our Accident and First Aid Policy

Key person

3.34 Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or carers. They should also help families engage with more specialist support if appropriate

Sleeping arrangements – Please see our Rest and Sleep Policy

3.69 Sleeping children must be frequently checked to ensure that they are safe. Being safe includes ensuring that [cots and] bedding are in good condition and suited to the age of the child, [and that babies are placed down to sleep safely in line with the latest government safety guidance: Sudden infant death syndrome (SIDS) – NHS. (www.nhs.uk)] Practitioners may also find it helpful to read NHS advice on safety of sleeping children: Reduce the risk of sudden infant death syndrome (SIDS) – NHS (www.nhs.uk).

Toilets and intimate hygiene

3.71 Providers must ensure:

- There is an adequate number of toilets and hand basins available – there should usually be separate toilet facilities for adults.
- There are suitable hygienic changing facilities for changing any children who are in nappies.
- There is an adequate supply of clean bedding, towels, spare clothes, and any other necessary items.

Personal and Intimate Care

What is Personal and Intimate Care?

For the purpose of this policy, “intimate care” is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

Policy Statement

St Thomas a Becket Nursery is dedicated to the importance of its responsibility to safeguard and promote the welfare of children.

A large number of children at our nursery may require assistance with intimate care as a result of their age or due to having SEND. Therefore, effective safeguarding practices are of paramount importance.

This policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

Our Aims

The nursery is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child’s right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.

Our Standards:

- All children need a warm relationship built through consistency and familiarity with their carers to ensure they are able to grow and develop socially and emotionally. At times children in our care need physical reassurance, comfort and reassuring, which may be through a cuddle or hand holding.
- Personal and intimate care routines are essential throughout each day to meet children’s basic needs. In order to maintain the child’s comfort, security and privacy, we will carry out the majority of these actions on a one-to-one basis, in privacy but within the room and wherever possible, by the child’s key person.
- To support and safeguard both child and the administering staff member, no keyworker will ever be left completely alone with a child to carry out intimate care, thus supporting our staff to be confident and safe in performing their care duties and our nursery children to feel comfortable and at ease whilst care is being carried out. Intimate care may include nappy changing, supporting children with toileting, including following any accidents, changing clothes, administering first aid / medicine. Where medical support may be required, this would only be administered following training.
- Where a child may still be wearing nappies or equivalent, we work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We provide nappy changing facilities and exercise good hygiene

practices in order to accommodate this. We see toilet training as a self-care skill that children have the opportunity to learn with the full support of adults.

- First aid treatment will always be carried out by a paediatric qualified first aider. St Thomas a Becket Nursery aim to keep their whole staff team PFA trained to ensure that a paediatric first aider is able to respond to emergencies quickly. A list of qualified PFA staff can be found in the setting on the First Aid cabinet.

Assurances:

- Staff establish consistent and caring relationships with the children through our Key Person system;
- Staff who provide intimate care will complete changing records for the children in their care, which will be shared with parents if they wish and kept on file by the nursery.
- We mentor new staff and arrange specialist training where required, i.e. accredited PFA First Aid training in accordance with the EYFS (3.25) such as specialist medical support (training via a medical professional where this is required) (see Administering Medication policy);
- Our whole staff team are Paediatric First Aiders

Procedures:

- We carry out thorough inductions and mentoring for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines;
- We ensure privacy for children during intimate care routines whilst balancing this with the need to safeguard children and staff. Nappies are changed and other any necessary intimate care given in the children's toilets that are located within the playrooms which remain private but not behind closed doors;
- No child will be left in wet/soiled clothing.
- If the key person for a child's intimate care is absent, another member of staff who the child is familiar with will change the child, adhering to the arranged routines.
- Staff ensure that nappy changing / toilet training is relaxed and a time to promote independence in young children. Staff are gentle when changing children, talking and singing to children whilst attending to them ensuring to avoid making any negative faces or comments about accidents or nappy contents;
- No staff member may have any photo or video recording equipment with them when providing personal and intimate care. Photo and video recording equipment used at the setting is the property of St Thomas a Becket Nursery ONLY. The setting only allow staff to wear Smart watches that are unable to take photos or videos (see Safeguarding Policy).
- Changing areas are warm and private with safe areas to lay children;
- Each child has their own basket with nappies / pull-ups and wipes;
- Gloves/aprons are worn by staff, areas are sanitised after every use, fresh paper towelling is put on the matt before each child is changed;
- Soap and hot water are provided for handwashing before administering personal and intimate care;
- If a child requires cream or other medicine, such as for a rash in an intimate area, this will be provided by parents and applied in accordance with the Administering Medication Policy (instructions must be clear on the container), and full parental consent will be gained prior to this;

- All toileting matter is disposed of hygienically. Nursery uses a contractor for collection of their nappy bins;
- Any soiled clothing will be placed in a tied plastic bag and will be returned to parents at the end of the school day.
- Children are encouraged to take an interest in using the toilet. Older children access the toilet when they have the need or are gently reminded to if a staff member notices the signs, children are encouraged to be independent;
- A disabled toilet is available;
- Children are shown how to and encouraged to practice good hygiene washing their hands with soap and drying their hands. Children are allowed time for some play to explore the soap and water;
- Individual nappy changing records are kept for each child (see children's personnel files). We liaise regularly with parents/carers on all aspects of the child's intimate and personal care;
- We carry out termly supervisions which allow discussion for any improvement and development areas plus inclusion of Safeguarding concerns – ensuring up-to-date understanding of safeguarding/child protection and how to protect children from harm and establishing confidence in staff to take action when needed. Includes understanding the role of the Designated Safeguarding Lead, knowing how to report concerns, identifying signs and symptoms of abuse (see all Safeguarding and Child Protection Policy and papers & Whistleblowing Policy);
- We conducting a thorough annual risk assessment on all aspects of 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 (see whole nursery RA).

Parental engagement

The nursery will liaise closely with parents to establish individual intimate care requirements for each child which will set out the following:

- What care is required, what intimate care the child can do themselves at the time they start nursery and sharing of practice to develop the child's independence for their personal care;
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions;
- Any adjustments necessary in respect to cultural or religious views;
- Regular liaising with parents and carers to monitor and review the intimate care arrangements;
- Parents will be asked to supply the following items for their child's use:

Wipes, nappies, creams etc.

Spare clothing

Spare underwear