**Personal Care Policy Ladybirds Daycare Ltd**

**October 2020**

Ladybirds Day Nursery is committed to ensuring that all staff are responsible for intimate care of children and undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given and that no child should be attended to in a way that causes distress, embarrassment or pain.

**Definition**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/ herself) to intimate personal areas.

In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member’s duty of care. It can also involve help with drinking, eating and dressing. In the cases of specific procedures only staff suitably trained and assessed as competent will undertake the procedure (e.g. the administration of rectal diazepam)

**Our Approach**

Prior permission will be obtained from parents before intimate care procedures are carried out. This will form part of the initial discussion on joining the nursery and is built into the permissions section of our contract with you. In addition to this initial permission as the child’s parent you will be encouraged and fully involved with any Individual Education Plans (IEPs), health care plans and reviews that identify the need to support intimate care.

All our staff are required to provide intimate care as part of their job descriptions and have to receive suitable Disclosure and Barring Service checks and full training before they can carry out this part of their job.

They are fully trained in our child protection policies, best practice and other associated nursery policies designed to ensure the safety of the child/ren and are fully aware that the child’s welfare and dignity is of paramount importance and are treated with respect at all times. We adopt a consistent approach at nursery with regard to the naming of children’s private areas and will not use pet names adopted at home. At nursery these areas will always be referred to as ‘private parts’.

Staff are made fully aware that mobile phones / cameras should not be carried on themselves during their working hours and as such these are never taken into areas where intimate care is carried out- Staff are required to store mobile phones in the cabinet in the office during working times.

Wherever possible the child is supported to achieve the highest level of autonomy that is possible for their age and abilities. Staff encourage each child to do as much for themselves as she / he can and as part of this approach individual intimate care plans may be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child’s right to privacy is respected and careful consideration given to each child’s situation to determine how many carers might need to be present when a child is toileted. Where possible, one child will be cared for by one adult unless there is sound reason for having more adults present. If this is the case the reasons will be clearly documented and parents / carers informed.

Intimate care arrangements will be discussed with parents / carers on a regular basis as required and where a care plan is in place this will be updated following any discussions. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

**The Protection of Children**

Child protection procedures and multi-agency child protection procedures will be adhered to at all times. All children will be taught personal safety skills carefully matched to their level of ability, development and understanding according to our policies.

If a member of staff has any concerns about physical changes in a child’s presentation. E.g. marks, bruises, soreness etc. she / he will immediately report concerns to the nursery manager in her role as designated person for child protection.

At any time if a child becomes distressed or unhappy about being cared for by a particular member of staff the matter will be looked into and outcomes recorded. Parents / carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution and if necessary staffing schedules will be altered until the issue is resolved so that the child’s needs remain paramount. Further advice will be taken from outside agencies if necessary.

During nappy changes/ changing of clothing for children is it routine procedure for staff to give a visual check over the child body looking out for any bruises/ marks- in cases were these are discovered they would be shared with the manager on duty.

**Outside Agencies**

Ladybirds Nursery staff will work closely with any outside agencies involved in supporting children with any care issues these could include health advisors, continence advisors, physiotherapists, occupational therapists, hospital consultants, physical and sensory service representatives, GPs and social workers.

Documentation will be kept to record any such co-operation including work with parents / carers.

**Nappy Changing Procedures:**

Parents must provide nappies, wet-wipes and any creams their child will need.

Children in nappies will be changed mid-way through each session to keep them comfortable and avoid nappy rash. They will also be changed as necessary if they are dirty or considered overly wet.

Details of our personal care procedures are as follows; - **All** staff must **strictly observe** the following procedure when changing children.

* **Wash** hands **thoroughly before** commencing routine.
* Changing mat **must** be wiped down with anti-bacterial spray and wiped with a paper towel.
* **Prior** to lifting a child onto the change mat you must put on an **apron** and a **glove** on the hand that you use to perform the wiping.
* Ensure that **all** changing materials are at hand prior to lifting the child onto the mat.
* Having lifted the child on the mat you must **always secure** the child on the mat with one of your hands and **under no circumstances** leave the child unattended or unsecured.
* **All** soiled nappies to be placed in a **nappy sack** prior to being put into the nappy bin.
* **Where reusable nappies are** supplied staff will dispose of the soiled liners and contents as above and the soiled nappy will then be placed in a nappy sack and returned to parents for hygienic cleaning at home.
* Following every solid nappy change **discard glove** into nappy bin **and** wash hands **thoroughly**.
* Changing mat **must** be wiped with anti-bacterial wipes or spayed either **before** changing another child or having **finished** changing routine.
* Apron to be **re-used** providing not soiled. **Discard** apron once nappy changing complete in nappy bin.
* **Wash** hands **thoroughly following** changing routine

**Toilet Training**

The staff at Ladybirds are experienced in helping parents to decide if their child is ready for toilet training so please do not hesitate to ask for advice or support.

The toilets at the nursery are child sized with one cubicle especially designed for the use of children, children with additional needs who may attend the nursery; the children will be helped by a member of staff if they require it.

Potties are used short term for those children in the first few weeks of toilet training. (which must be provided by parents)

Children must be able to ask or signal to go to the toilet when potty training

Children must have pull ups or nappy on until they are ready to use potty or toilet independently

ALL CHILDREN AND CARERS WILL WASH THEIR HANDS AFTER USING THE TOILET and in the case of staff will use this opportunity to verbalise the reasons why this is important to support the child’s understanding of how to keep themselves healthy and safe through regular hand washing practices.

**Physical Handling**

Staff at Ladybirds form close physical bonds through the nature of their work. While some contact is unavoidable (nappy changing and toilet training) there are other activities, often instigated by the children themselves that we explain is not appropriate. This includes any form of kissing on cheek, forehead or lips when a parent is not present.

If a child requires comforting (following an accident, or on parents departure from nursery) and in the short term cuddles will help, these will be given.

This policy operates in conjunction with other policies the nursery has in place, for example:-

Safe Guarding Policy, Health and Safety Policy, Staff Recruitment Policy, Medication Policy.