

**North Islington
Nursery School &
Children's Centre**



Welfare

Signed on behalf of Governing Body: Sally Franklin

Date: 05/10/16

Review Date: 05/10/19

Intimate care

Intimate care is defined as care tasks of an intimate nature, associated with bodily functions, body products & personal hygiene.

This policy is designed to act as a guideline for anyone with responsibility for the intimate care of the children at North Islington Nursery School. It outlines the guidelines for best practice.

Only staff with a full and current DBS check is able to carry out intimate care procedures and key persons will be primarily responsible for carrying out these duties with those children they have formed attachments with.

Children who are not yet toilet trained will not be excluded from any activity in the nursery. Intimate care is discussed with all employees during their induction.

All staff receive safeguarding training which is updated every 3 years.

All staff wear protective gloves & aprons for nappy changes, administering first aid or cleaning a child who has soiled themselves.

- Every child will be treated with dignity & respect. Privacy is ensured appropriate to the child's age and situation. We have separate toilets for the children to use with doors.
- Parents will be consulted about the intimate care that is given to their child. i.e. real nappies, water only.
- We will work in partnership with parents on an individual basis to make reasonable adjustments to meet the needs of each child.
- Nappies are changed in the nursery bathroom on a designated change table/mat. This is enclosed enough to give the child privacy, yet not out of sight of other staff.
- The child will be involved as much as possible in his or her intimate care. We will allow the child to be as independent as possible. This can be for tasks such as removing clothing or washing private parts of a child's body. We will support the children in doing everything that they can for themselves.
- If a child is fully dependant on an adult we will tell him/her about what we are doing and give choices where possible.
- An adult who is not familiar to a child will never support them in intimate care.
- Adults will be responsive to a child's reactions.
- We will encourage the child to have a positive body image of his/her own body.
- We will make sure the practice of intimate care is as consistent as possible.
- Children will be encouraged to wash their hands after messy play, after using the toilet, before & after eating.
- We seek to find out religious & cultural views around intimate care.
- Staff will report on the following to the Designated Safeguard Lead/Deputy Designated Safeguard lead if:
 - You accidentally hurt a child
 - The child seems sore or unusually tender in the genital area
 - The child misunderstands or misinterprets something
 - The child has a very strong emotional reaction without apparent cause (sudden shouting or crying)

All staff will ensure that they protect themselves by following these guidelines:

- Always tell another member of staff when you are doing a change or accompanying a child to the toilet
- Always ensure that a child's privacy is protected
- Always ensure that you are visible to other members of staff.
- In some instances it may be appropriate for 2 members of staff to change a child. If a child gets very distressed when being changed.
- Always wear protective gloves & aprons and dispose of the nappies in yellow sacks
- Always wash hands thoroughly after supporting a child with intimate care.

Sleep

Young children can become very tired during the day and NEED the opportunity to rest/sleep within the nursery day. Every child's needs are different so we provide flexibility and opportunities for children to take rests and naps as they need and desire. It is VERY important that young children get ALL the sleep they need and so we prioritise and facilitate this. We respect parental wishes with regard to children's sleep but the welfare of the child is always paramount.

Comforters and sleep blankets

Comfort blankets and soft toys are most welcome for they bring enormous comfort and reassurance to small children especially when they are new to the nursery and during rest and sleep times. PLEASE NAME THEM. Parents may wish to provide dummies for their little ones for they too can provide comfort during rest and sleep times however the nursery does not provide, supply or ever introduce them to children themselves. If parents do provide dummies for their children to use it is essential that they also provide a hygienic Dummy Pot that can be sealed to store the dummy in when not in use. Dummies are usually restricted to sleep and rest times. They are not encouraged in the play rooms for they can hamper a child's speech, interaction with others and are a major cause of speech delay

- The preferences and wishes of parents are always valued and respected and staff work closely with them to ensure each child's individual needs are carefully met.
- Younger babies usually need both morning and afternoon sleeps but these depend upon parents' wishes.
- Some parents prefer their children to only have a short sleep – fearing that it infringes on their night time sleep and this will be taken into account PROVIDED it is also clearly in the child's best interests.

Sleep records

Sleep Records are completed each day for those children who nap and are available at any time. Younger babies have their sleep and eating routine recorded in daily diaries.

Procedures for sleep/nap time

- While children are resting the area where the cots are placed will be darkened and kept quieter to aid rest.
- After lunch all younger children will be offered a rest/sleep either in cots or on sleep mats in carpeted areas. The whole room will be darkened to create a quiet restful place.
- Staff will sit beside children while they are drifting off to sleep and once they are sleeping at least two staff member will stay in the room to conduct physical checks on the children to ensure they are breathing normally and are not too hot or cold.
- Other staff will always be available in the room adjacent, providing age appropriate activities for children who have slept earlier in the day.
- The room temperature in the sleep area will be maintained at 18-20C steadily throughout the day and monitored on the daily checklist form.
- Babies will be put to sleep on their back unless there is a medical reason that necessitates for the child to sleep in a different position.
- Heavy clothing and shoes will be removed to make children comfortable.
- Children will be allowed to keep their comfort objects but staff members will ensure that they are kept away from their faces during their sleep time.
- Bottles and beakers will be taken as soon as children have finished drinking.
- All children will have their own sleep mat/cot and their bedding will be changed weekly unless soiled when it will be changed straight away.
- In Ocean room, older children will be offered a rest/nap in consultation with parents after lunch in a separate, darkened room with adult's comforting/supporting. A member of staff remains either in the room or within earshot at all times when children are sleeping.

Smoking

- All staff, parents and volunteers are made aware of our no-smoking policy.
- We display no-smoking signs.
- The no-smoking policy is stated in our information brochure for parents.
- We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
- Staff who smoke do not do so during working hours. Unless on a break and off the premises.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.