

## **Woodcote Pre-School Group CIO Personal Care Policy**

Woodcote Pre-School is committed to ensuring that all staff who are responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise the need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. The child's welfare and dignity are of paramount importance. Every child's right to privacy will be respected.

Personal care involves helping children with aspects of personal care which they are not able to undertake for themselves, either because of their age, maturity or because of developmental delay or disability.

The purpose of these procedures is to set out guidelines that safeguard children and staff, by providing a consistent approach. Staff who provide personal care must be aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and staff.

### **Aims**

The aims of the policy and procedures are:

- To safeguard the dignity, rights and well-being of children.
- To ensure that children are treated consistently when they experience personal care.
- To provide guidance and reassurance to staff.
- To ensure that parents are involved in planning the intimate care of their child and are confident that their concerns and the individual needs of their child are taken in to account.
- To reassure parents that staff are knowledgeable about intimate care.

### **Responsibilities**

Management Responsibilities:

- To ensure that permission has been sought from parents, for staff to support their child's personal care.
- To ensure that all staff and volunteers have clearance from the Disbarring Service (DBS) before engaging in any personal care routines.

- To provide facilities appropriate to the child's age and individual needs.
- To provide appropriate guidance, training, supervision and reassurance to staff, to ensure safe practice.
- To ensure that staff will receive ongoing training in good working practices which comply with health and safety regulations, hygiene procedures, first aid and child protection procedures.
- To keep a record of training undertaken by staff and to ensure that refresher training is provided when required.
- To ensure that all staff are familiar with the pre-schools Personal Care policy.
- To provide an induction programme for all new staff, to ensure that they are made fully aware of the Personal Care procedures.
- To ensure that parents are aware of their responsibilities in supporting the pre-school.
- To ensure that all staff are familiar with the Safeguarding Children Policies.
- To ensure that all mobile phones are locked away and no unauthorised recording equipment is in use, as per our employment policy.

### **Staff Responsibilities**

- Staff must adhere to the personal care policy and procedures.
- Staff must report any concerns to management.
- Key persons will liaise with parents/carers to establish specific care routines for each child.
- Staff must take part in training for any aspect of Intimate Care support.

## Procedures

- Wherever possible, children's personal care should be attended to by their key person.
- Staff must inform a colleague when leaving the room to support personal care routines.
- Children must be changed in the designated changing area; however, children's wishes must be respected.
- Staff must fill out a nappy changing form.
- Protective gloves and aprons must be worn when supporting personal care routines.
- Allow children to care for themselves as far as possible and encourage them to carry out aspects of intimate care to promote independence.
- Staff should communicate with children at all times during personal care procedures, ensuring the child is consulted about routines and kept informed at all times.
- Staff must show awareness of and be responsive to the child's reactions, their verbal and non-verbal communication and signifiers.
- Staff should use the opportunities during personal care to teach children about the value of their own bodies, to develop their personal safety skills and to enhance their self-esteem.
- Wherever possible, we will ensure the lower regions are covered before removing garments from the upper body.
- Soiled garments must be securely wrapped in a plastic bag and tied.
- The changing mat must be cleaned with antibacterial wipes/spray after each use.

- Soiled nappies, wipes, gloves and aprons should be placed in sealed nappy bags and disposed of in the nappy bin. The nappy bin is emptied in to the main bin at the end of the day.
- Staff engage in hand washing procedures after all personal care routines, children must be encouraged to do the same, creating an ideal opportunity to discuss the importance of hygiene.

### **Sleeping Child Procedures**

- Ensure there is a separate secure sleep room for children to have a sleep if need be.
- Always ensure that the sleeping child is within sight or hearing.
- Use baby sleep monitors if the child is in a separate room and check every 5 minutes
- Record checks on a sleep record sheet,
- If a child is sleeping in the same room as other children, provide a cordoned off quiet area for the child.

### **Principles**

The policy and procedures embrace the principles of Every Child Matters:

- Every child has the right to feel safe and secure.
- Every child has the right to be treated as an individual.
- Every child has the right to remain healthy.
- Every child has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs.
- Every child has the right to information and support that will enable him or her to make informed and appropriate choices.
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs.

**This Policy has been reviewed and agreed by the Woodcote Pre-School Group CIO Management Committee.**

**Last Updated: March 2021**