

Personal Care and Intimate Care Policy.

The Children's Workshop respects each child regardless of different racial origins, religions, cultures, diversity of backgrounds, gender and those with learning difficulties and disabilities. We respect each child is an individual and values their views and right to privacy and dignity. We aim to have a professional approach when meeting their physical needs. We aim for each child to become as independent as possible. We are aware that to achieve this a positive, caring and nurturing environment is essential. All staff undertaking personal and intimate care will be DBS checked and both genders will be involved in this part of the child's care. Should a parent feel uncomfortable with a male member of staff we will discuss their concerns but we will respect their wishes.

Children whom require additional care such as creams, inhalers or oral medicines, a 'Care Plan' will be developed and formed with the parents, professionals and staff at setting. The children views and wishes will also be taken in consideration and respected. This will run along side the 'Medication Form' which will be filled out as stated in the 'Medication Policy' and S.S.P's if necessary.

Personal Care is the areas of physical and medical care that the children in our setting may carry out themselves or may need a member of staff to do so for them.

1. Skin Care/ applying external medication: At The Children's Workshop if a child requires additional cream/ sun lotion permission/medical forms are filled out and signed by parent/guardian. All necessary hygiene precautions are adhered to i.e. the need to wear gloves when appropriate.
2. Feeding: Should child need assistance when feeding members of staff will assist according to their need. Appropriate supply of fluids given if needed.
3. Administering oral medication/inhalers: Should a child require oral medication/ inhaler a medical form must be completed and signed by parent/guardian. A member of staff will assist the child as appropriate. The staff will fill in time and date when the medicine was administered/observed by another member of staff and pass the information onto the person who picks the child up at the end of the session, and asking them to sign and date the form.
4. Dressing and undressing clothing: If any child needs assistance with dressing or undressing a member of staff will encourage independence as is appropriate to age and stage of development and offer help when required.
5. Washing non-intimate parts of the body: The Children's Workshop promotes good hygiene and encourages children to become independent carrying out washing of hands and face. Staff again will help when it is needed.
6. Prompting to go to the toilet: The Children's Workshop are aware that every child is different when toilet training. We will communicate with the parent to ensure we continue to follow their routine. Prompts may be needed if it is obvious the child needs to go down to the toilet i.e. when they are jiggering about.
7. Wiping /Blowing Noses: Our policy is always to Catch it, Bin it, Kill It and notices are displayed around the setting for staff, parents and children. However children are encouraged to use the tissues provided but may need help and support to clean the area and staff will encourage the use of anti-bacterial hand wash, which is also available to kill germs. After sneezing hard surfaces and toys will be cleaned using anti-bacterial spray.

Intimate Care is the area of physical care associated with bodily functions, bodily products and personal hygiene, which may have contact or exposure of the sexual parts of the body.

1. Dressing and undressing (underwear): If any child needs assistance with dressing or undressing a member of staff will encourage independence as is appropriate to age and stage of development and offer help when required. If pants are wet or soiled necessary hygiene practise would be followed.
2. Helping someone use toilet/potty: Children are encouraged to be as independent as possible, however we are aware that assistance is needed at times.

3. Changing nappies: We happily accept children in nappies, regardless of a child's age. Staff will always notify another member of staff when they are going to the bathroom to change a child's nappy. The bathroom door will always remain open.
4. Washing Intimate parts of the body: Staff will always notify a member of staff when they are going to the bathroom to change a child's nappy/ soiled clothes. The bathroom door will always remain open but staff will have regard to the child's right to privacy.
5. Medication and medical procedures that requires intimate administration: The Children's Workshop is aware that in special circumstances staff may need to be trained to administer certain medication and medical procedures e.g. suppositories. All medical forms will be completed and signed.

Staff must record all intimate care provided in the Intimate Care Diary. This includes nappy changing, supporting children with wiping after toileting, and changing clothes when required. Records should include the child's name, date, time, reason for care, and staff signature.

The Children's Workshop is aware of Health, Safety and Hygiene when carrying out all Personal and Intimate Care for both staff and children alike. Staff will follow guidelines from policy and procedures in regard to dealing with bodily fluids, wearing protective clothing, manual handling, Safeguarding Children, HIV and other infections.

This policy was adopted on	Signed on behalf of the nursery
<i>19/05/2026</i>	<i>Sarah Maynard</i>