|  |  |
| --- | --- |
| **POLICY** | **Intimate Care Policy** |
| **SETTING** | **Overton Playcentre** |
| **AIMS** | This policy supports the safeguarding and welfare requirements set out in the National Minimal Standards in relation to meeting the individual needs of a child.  In intimate care situations, the child’s safety, dignity and privacy are of paramount importance and children requiring intimate care will be treated respectfully at all times. |
| **Objectives, Statements and Procedures** | Intimate care covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including, toileting, washing and dressing.  Staff providing intimate care do so in a professional manner. Staff are aware of safeguarding issues and have relevant training, such as health and safety, child protection and manual handling. No child will suffer distress as a result of receiving intimate care at Overton Playcentre. We work in partnership with parents/carers to provide care that is appropriate to the needs of the individual child.  ***Nappy Changing – Best Practice***  No child will be excluded from our setting because they have not yet mastered toilet training or they are still in nappies. We have a designated changing facility for nappy changing. We work alongside parents/carers to produce an individual changing routine designed to meet the child’s specific needs. A record is kept of all nappy changes and parents/carers are informed of the changes on request.   * Parents/carers will need to bring with the child a supply of nappies, wipes and any cream required. * Nappies will be changed at regular intervals or as required if soiled. * There is a nappy changing log book located in the nappy change area. Staff will record each nappy change your child has during their session. Parents/carers are welcome to look at their own child’s record at any time. * When dealing with bodily fluids staff wear appropriate protection i.e. disposable aprons and gloves. * Soiled clothes will be bagged to go home or disposed of – staff will not rinse or clean soiled clothing. * The changing mat and table will be cleaned with antibacterial spray. All staff are familiar with our hygiene procedures and carry these out when changing nappies.   ***Toilet Training – Best Parctice***  At Overton Playcentre we treat each child as an individual. We are aware that children learn at different times and speeds. Patience and understanding are paramount in a child learning to toilet train and as such we will never make a child feel uncomfortable about toilet training. We work alongside parents/carers and will assist them with toilet training when they decide the time is right for their child. We aim to support the child and parents/carers in the quest to toilet train and we will encourage the children through lots of positive praise.   * All parents/carers will need to bring at least one change of clothes including pants and wipes. * Staff will oversee trips to the toilet and will give positive praise to help encourage them to use the toilet correctly and have good personal hygiene. * All children will be taught the importance of washing their hands after using the toilet. * If a child has an accident, the child will not be made to feel uncomfortable or humiliated in any way. The child will be cleaned and changed by a member of staff. Any wet or soiled clothes will be bagged and given back to the parents/carers at the end the session – staff will not rinse or wash soiled clothes. * We do have a small supply of spare clothes for the odd occasions when parents/carers forget to bring a change. These must be washed and returned to Overton Playcentre in a timely manner.   Staff are familiar with our Safeguarding policy, the All Wales Child Protection Procedure and Local Safeguarding Children Board Guidance. If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc. they will immediately inform the Playcentre manager as the designated officer for Child Protection. The **Safeguarding Children** Policy and Procedures will then be implemented.  Should a child become unhappy about being cared for by a particular member of staff, the Playcentre manager will look into the situation and record any findings. These will be discussed with the child’s parents/carers in order to resolve any issues. If necessary the Manager will seek advice from supporting outside agencies.  If a child makes an allegation against a member of staff, the procedures as set out in the Safeguarding Children policy will be followed.  ***Dealing with blood and bodily fluids***  Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by bagging and placed in the appropriate bin. When dealing with bodily fluids staff will wear protective clothing (disposable aprons and gloves) and wash themselves thoroughly afterwards. Soiled clothes will be bagged and sent home with the child at the end of the session. Staff will not rinse or wash soiled clothes. Children will be kept away from the affected area until the incident has been dealt with fully.  Overton Playcentre staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection. |

**This document is approved and authorised for the application with Overton Playcentre.**