



### **EYFS Requirement**

This policy has been written in line with the Early Years Foundation Stage Safeguarding and Welfare requirements (section 3.4 to 3.8)

### **Related Policies**

Child Protection Policy  
Inclusion Policy  
Equal Opportunities Policy  
Health and Hygiene Policy  
Key Person Policy  
Health and Safety Policy  
Safer Recruitment Policy

### **Legislation**

Working Together to Safeguarding Children  
Children Act 1989  
Children Act 2004 (Every Child Matters)  
Children Act 2006

### **Introduction**

Stepping Stones aims to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance.

### **Intimate Care**

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, applying cream, changing clothes where required, first aid treatment and specialist medical support.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

### **At Stepping Stones we will:**

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support
- Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training
- Work closely with parents and carers on all aspects of the child's care and education as laid out in the partnerships with families policy. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent or carer to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensure all staff have an up-to-date understanding of safeguarding and child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner
- The setting operates a whistleblowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery
- Regularly conduct working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines
- Train staff in behaviour management techniques as applicable
- Conduct regular risk assessments on all aspects of the nursery operation and this area is no exception. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see the manager at the earliest opportunity.

### **Potty Training**

When a child starts to show signs that they are becoming aware of their bodily functions staff will arrange a convenient time to discuss with parents/carers their plans on potty/toilet training your child.

It is very important that we work together to potty train a child. If we start the training and the child is not ready then we can stop and start again when they are. Some children take to potty training overnight for some it is a longer process, the most important thing is that we work together to give a child the support and reassurance they need during this period. Daily feedback will be provided via the child's normal diary with how we are progressing with the training.

In order to help a child become independent in going to the toilet we have low level toilets and wash basins. For smaller children potties are available in the children's bathrooms. .

This policy was reviewed in; May 2014

Signed on behalf of the setting; (Caroline Betts) Signature.....

Date for review; May 2015