

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy and procedures to safeguard children



### **1.7 Personal Care**

Long Wittenham Pre-School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Long Wittenham Pre-School recognises 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 is of paramount importance. Every child's right to privacy will be respected.

#### **Rationale**

The purpose of these procedures is to set out guidelines that safeguard children and staff by providing a consistent approach. Staff providing 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 wellbeing 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 into account
- To reassure parents that staff are knowledgeable about intimate care.

#### **Definition of Personal Care**

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

#### **Responsibilities**

##### *Management responsibilities:*

To ensure permission has been sought from parents for staff to support their child's personal care routines.

To ensure all staff and volunteers have an enhanced DBS check before engaging in any personal care routines.

To provide facilities appropriate to the children'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 where required.
- To ensure that all staff are familiar with the pre-school's Personal Care Policy
- To provide an induction programme for all new staff and to ensure that they are made fully aware of the Personal Care procedures for the children they are supporting.
- To ensure parents are aware of their responsibilities in supporting the pre-school's Safeguarding Children Policies.
- To ensure all mobile phones are locked away and no unauthorised recording equipment is in use, as per the use of mobile phones policy.

*Staff Responsibilities:*

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

**Personal Care Procedures**

- 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.
- The door to the toilet area must remain open.
- The door to the designated changing area remains open during personal care routines.
- Protective gloves must be worn when supporting personal care routines.
- Disposable aprons must be available if required.
- Allow children to care for themselves as far as possible and encourage them to carry out aspects of intimate care to promote independence.
- Staff communicate with children at all times during personal care procedures, ensuring the child is consulted about routines and kept informed.
- Staff must respect the wishes of children, as regards dignity, privacy, choice and safety.
- Staff must show awareness of and be responsive to the child's reactions, their verbal and non-verbal communication and signifiers.
- Staff to use the opportunities during intimate personal care to teach children and young people about the value of their own bodies, to develop their personal safety skills and to enhance their self-esteem.



- Wherever possible, we cover lower regions before removing garments from upper body.
- Soiled garments are securely wrapped and tied in a plastic bag to prevent suffocation.
- The changing mat must be cleaned with an antibacterial wipe after each use.
- Soiled nappies, wipes, gloves and aprons should be placed in a sealed plastic bag and disposed of in the main dustbin outside.
- As 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.
- Staff to record all Personal Care interactions on the personal care chart

## 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

See also our policy 6.4 Nappy Changing

<b>Policy approved and adopted by LWPS Board of Trustees on 17 October 2016</b>	
<b>Signed on behalf of the provider</b>	
<b>Name of signatory</b>	Jenny Caw
<b>Role of signatory</b>	Co-Chair
<b>Reviewed February</b>	<b>Signed:</b>  <b>Dated:</b> 20 Feb 2017
<b>Reviewed April 2018</b>	<b>Signed:</b> <b>Dated:</b>
<b>Role and name of signatory</b>	Catherine Harrison Chair

