



## Intimate Care (Safe Care) Policy including Covid-19

Reviewed: August 2019

Review date: Ongoing during Covid-19 pandemic

August 2021

**Changes highlighted in Red have been made in response to the Covid-19 pandemic to prevent any further spread of the virus in the setting.**

### Aim:

We aim to meet the individual needs of all our children and promote their welfare and emotional well-being. Children who requires intimate care are always treated with respect; the child's welfare and dignity are of paramount importance. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect. We will ensure that clear procedures are in place during intimate care routines and safeguard children against any potential harm. Staff members who are involved are fully trained and supported to ensure that they perform their duties safely and confidently. Rainbow Day Nurseries ensure that all staff undertaking intimate care have suitable, enhanced DBS checks. **Any staff members dealing with a child or colleague with Covid-19 symptoms must protect themselves with an apron, gloves and head visor where appropriate. The patient must be taken to an isolated area either in the staff room or the garden in an open space with no other team members or children within 2 metres.**

Due to the developmental stages of the children, we will support them with their personal care, for example reminding the children to go to the toilet and maintaining personal hygiene. This supports their understanding and importance of self-care routines as well as developing their independence. **Highlight the importance of care routines, washing hands using soap and disposing of materials during the COVID 19**

We work closely with parents/carers forming partnerships to identify and ensure we meet each child's needs, reviewing these regularly through the key person system in place at nursery. Cultural and religious values are respected when planning and we seek to engage in regular communication with parents and monitor and review the plan together.

### Procedure:

- Promote consistent and caring relationships through the key person system in the nursery and ensure that 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 arranging 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

- **Review all staff with the new adjustments to Intermit care during COVID-19**
- Follow up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Work closely with parents on all aspects of the child's care and education as laid out in the parent and carers as partners 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 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 that all staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the safeguarding/child protection policy
- Operating a whistleblowing policy to help staff raise any concerns about their peers or managers; and helping staff develop confidence in raising worries as they arise in order to safeguard the children in the nursery
- Conducting 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
- Conducting regular risk assessments on all aspects of the nursery operation including intimate care and reviewing the safeguards in place. 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.

#### **Safe Care and Practice:**

All children need to feel safe, secure and happy. This involves nursery staff being responsive to children's needs, whilst maintaining professionalism. At times children need to be cuddled, encouraged, held and offered physical reassurance. **When necessary during COVID-19**

To promote good practice and to minimise the risk of allegations we have the following guidelines:

- Although we recognise it is appropriate to cuddle children, we give cuddles only when sought by children needing comfort to support their emotional development **close contact should be kept to a minimum during the COVID-19 pandemic**. Staff are advised to do this in view of other children and practitioners, whenever possible. We recognise that there may be occasions where it is appropriate for this to happen away from others, such as when a child is ill. In these circumstances, staff are advised to leave the door open **during the COVID-19 pandemic this is not advised but choose a room where there is a vision panel or another member of staff can check regularly not allowing protracted lengths of time with a single carer**. It is the duty of all staff and the manager to ensure that children are appropriately comforted and to monitor practice.
- When changing children's nappies or soiled/wet clothing, we leave the doors open, where appropriate
- We discourage inappropriate behaviour such as over tickling, over boisterous play or inappropriate questions such as asking children to tell them they love them and we advise staff to report any such observed practice
- Staff are respectful of each other and the children and families in the nursery and do not use inappropriate language or behaviour, including during breaks

- All staff are aware of the whistleblowing procedures and the manager carries out random checks throughout the day to ensure safe practices.

If a parent or member of staff has concerns or questions about safe care and practice procedures or behaviour they consider as inappropriate, including between staff members, they are urged to see the Manager at the earliest opportunity. Management will challenge inappropriate behaviour in line with the supervision/ disciplinary or whistleblowing procedures. If the concern relates to the Manager, Area Manager and/or nursery owner then parents should contact:

Ofsted: 0300 123 46 66 (Complaint, investigation and enforcement)

Ofsted: 0300 123 12 31 (main Ofsted number) or

Bromley Local Safeguarding Children Board: 020 8461 7816 or 020 8313 432