

## **NURSERY CHILDCARE POLICY – INTIMATE CARE**

### **POLICY STATEMENT**

We are committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. We recognise that there is a 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.

### **AIMS**

Children will be treated with dignity and staff must follow intimate care procedures when carrying out the following:

- Nappy changing
  - Toileting
  - Changing clothes
  - Washing
  - Handling
  - Administering medication
  - Any other intimate care procedure
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- Staff who are familiar to the child will carry out intimate care procedures.
  - Children's privacy will be respected, and independence will be encouraged; staff will offer support when necessary or asked for.
  - We will safeguard children by ensuring that only staff with a current DBS will carry out intimate care procedures. Any students who are on placement will be always supervised when carrying out intimate care procedures.
  - Staff are trained in safeguarding procedures and will report any concerns about their colleagues or children without delay.

### **SUN CARE PROCEDURE**

This procedure sets out the nursery and parent/carer's responsibilities regarding sun safety for all children attending the nursery facility, to prevent skin damage caused by the harmful ultraviolet rays of the sun. These procedures will be implemented throughout the year, but with particular emphasis in the warmer months.

### **STAFF RESPONSIBILITIES**

- To teach children, as part of the curriculum, about sun safety and ways to protect their skin.
- To apply sunscreen to all children before they go outdoors, and to continue applications throughout the day e.g., after water play.
- To encourage the older/more able children to apply sunscreen to their own bodies – under supervision.
- To encourage children to wear hats to protect their face, neck, and ears.
- To encourage children without hats to play in a shaded area or use a nursery sun hat.
- When appropriate, to schedule outdoor activities before 11am and after 3pm, on very hot days.
- To set up outdoor activities in the available shaded areas.
- To encourage all children to play in the shaded areas.

### **PARENTS ARE REQUIRED TO:**

- Sign the consent form, giving permission for nursery staff to apply sunscreen provided by the parent, and permission for staff to apply 'emergency sunscreen' on any occasion when a parent has not supplied their own.
- To provide sunscreen of at least factor 30, labelled with their child's name.
- To provide a sun hat for their child to wear whilst at the nursery.
- To apply sunscreen to their child before arriving in the nursery.

### **SCOPE OF THE POLICY**

This policy applies to all staff, parents & children of the childcare facility

### **ASSOCIATED POLICIES**

- Safeguarding & Child Protection
- Equality & Inclusion
- Communications
- Key Person & Settling In
- Special Educational Needs
- Visits & Outings
- Managing Children's Behaviour
- Medications & Ill Health
- Record Keeping & Confidentiality
- Induction of Staff & Students
- Working in Partnership with Other Parents
- Transition
- Dummies
- Data Protection & Sharing of Information
- Nappy Changing
- Whistleblowing
- Supervision

- Staff Behaviour
- Education & Curriculum
- Admissions & Registration

**ACCESS TO THE POLICY**

This policy will also be issued to all Childcare Facility staff and made available to the users of the Childcare Facility. A copy of all policies will also be held centrally in the Childcare Facility Manager’s office.

**POST-HOLDER TO CONTACT**

Director of marketing, recruitment & customer relations

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