

**Nurseries Policies**

**Sussex House Nursery and Wendy House Nursery**

*Sussex House Nursery  
Sussex House  
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Brighton  
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*Ofsted No. EY231358*

Associate policies:

- Safeguarding and Child Protection
- Equalities and Diversity
- Settling Policy
- Nappy Changing and Toileting
- Sleep and Rest Policy

This policy supports the safeguarding and welfare requirements of the Statutory Framework for the Early Years Foundation Stage 2012 and revised version 2014, 2017.

BSUH nurseries staff recognises that intimate care situations the child's safety, dignity and privacy are paramount importance.

Definition of Intimate and Personal Care

Intimate and Personal care is defined by tasks which involve bodily fluids, bodily products and personal hygiene which demand a direct or indirect contact or exposure of a person's sexual parts.

Intimate care:

- Dressing and undressing
- Helping someone use the toilet/potty
- Changing nappies
- Cleaning, wiping, washing intimate parts of the body

Personal Care:

- Feeding
- Administering oral medication
- Dressing and undressing
- Hair care
- Prompting someone to use the toilet
- Changing nappies
- Washing non-intimate parts of the body i.e. face, hands

Staff will:

- Treat children with respect at all times
- Staff to behaviour in a professional manner at all times
- No child should suffer distress or pain as a result of receiving intimate or personal care.
- Staff to work in partnership with parent/carers/families to provide appropriate personal care for the child.

- BSUH Nurseries will seek the advice of Parents and Carers regarding Religious and Cultural views and practices of intimate and personal care.
- Staff should have knowledge of the Safeguarding policy with relevant training and Health and Safety awareness.
- Staff members to communicate within the team to ensure all children's individual care needs are met.
- Staff to report any concerns to the nursery manager if there are any physical changes to a child, such as marks, bruises, soreness, discharge etc.
- Staff to report any concerns to the nursery manager if they are unsure or concerned of the behaviour of a staff member when carrying out intimate care
- Staff to wear appropriate disposable gloves and aprons and dispose of all materials in the required bin.
- Nursery staff maintain high standards of personal hygiene and will endeavour to reduce the spread of infection
- Staff should adhere to the Uniform and Dress Code policy when dealing with intimate and personal care to reduce the risk of injury or spread of infection

All staff must ensure that they protect themselves by following these guidelines.

- Always tell another member of staff when you are doing a change or accompanying a child to the toilet
- Always ensure that a child's privacy is protected
- Always ensure that you are visible to other members of staff.
- In some instances it may be appropriate for 2 members of staff to change a child for example if a child gets very distressed when being changed.
- Always wear protective gloves & aprons and dispose of the nappies in yellow sacks
- Always wash hands thoroughly after supporting a child with intimate care.

### **Communication**

It is the responsibility of all nursery staff caring for a child to ensure they are aware of their level of development around communication and physical capabilities. Depending on their stage of development staff will communicate through words, signs and body movements.

When carrying out personal care nursery staff should:

- Make eye contact
- Use simple language which is in the child's range of understanding
- Explain to the child what is happening to them
- Treat the child as an individual with dignity and respect.
- Personal care with an older / more abled child to give them the opportunity to change his/her underwear or clothing in a private area and give assistance if required.

## **Environment & Facilities**

Both Sussex House and Wendy House nurseries have open access to toileting facilities from the two older playrooms. This allows children to independently access the toilet and for staff to facilitate personal care. Additional changing facilities are in place for those children wearing nappies which are partially screened giving children privacy and dignity.

The changing unit facility; staff will lift the child or be accessed by steps for those more mobile children. Changing areas are all cleaned after each intimate care procedure using recommended antibacterial wipes.

In line with BSUH NHS Trust all staff's undertake Manual Handling training and advice is readily accessed if staff should have any difficulties with their physical wellbeing.

In certain cases a child may be changed on a changing mat on the floor rather than the changing unit for example, the age/height/weight of a child, if a child is distressed at being lifted or the staff member is pregnant/has physical restrictions. All circumstances will be discussed with the Nursery Manager/Deputy Manager.

If a child with highly complex needs requires specialist equipment or adaptations then the nurseries will seek advice from BSUH NHS Trust Manual Handling team, Health & Safety Team and SEND professionals and Parent/Carer as there may be resource implications with regards to staffing, facilities and funding.

## **Physical contact.**

BSUH nurseries care for very young children and babies and there will be times when the nursery staff will require having close physical contact with a child. It is important for the children to feel safe, secure and loved in their environment, however we also acknowledge that children can react differently to physical contact and we will respect this at all times.

With the exception of very young children and babies where physical contact is required for feeding and settling to sleep it should always be the child who instigates any sort of physical contact such as cuddles. If a child is very upset then the adult must ask the child if they want a cuddle. Children should not be kissed by the nursery staff under any circumstances.

Staff will attend annual Safeguarding and Child Protection training annually through BSUH NHS Trust.

## **Safeguarding**

The nursery staffs are trained on the signs and symptom of child abuse. If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distressed or withdrawal they will inform the Nursery Manager or Childcare Service Manager immediately.

The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the Key Person, Room Leader and or Manager will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

### **Equalities**

All children have the right to be safe and to be treated with dignity and respect. Children with Special Educational Needs and Disabilities (SEND) can be especially vulnerable. Therefore staff will deliver intimate/personal care which is sensitive to the child's needs and understanding.

Nursery staff will work in partnership with Parent/Carer and SEND Professionals with sensitive care routines.

Reviewed 25<sup>th</sup> February 2020

Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager

Mrs Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital

Mrs Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital

Reviewed and Written 10<sup>th</sup> July 2017

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