

Nurseries Policies

Sussex House Nursery and Wendy House Nursery

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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.

Staff will:

- Treat children with respect and all times
- 'Intimate Care' covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas in association with bodily functions and personal hygiene, including, toileting, washing and dressing.
- No child should suffer distress or pain as a result of receiving intimate care.
- Staff to behaviour in a professional manner at all times
- Staff should have knowledge of the Safeguarding policy with relevant training and Health and Safety awareness.
- Staff to work in partnership with parent/carers/families to provide appropriate personal care for the child.
- 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 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. 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 able child to give them the opportunity to change his/her underwear or clothing in a private area and give assistance if required.

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.

Reviewed and Written 10th July 2017

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