

## Personal Care Policy

**The policy has been developed within the context of current legislation, policy and guidelines as well as with our values.**

### Rational

There are times when children need nappy changes, help with toileting and changing clothes at Nursery. This policy provides clear guidelines for providing the intimate care of children. These guidelines are designed to promote good practice and safeguard children and practitioners.

### Aims

To include all children in activities regardless of their ability to manage their own personal care

To safeguard the rights and promote the welfare of children

To provide guidance for staff

To reassure parents

### Definition of intimate care

“Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with or exposure of sexual parts of the body”

These tasks include: dressing and undressing, helping to use the toilet, cleaning, wiping intimate parts of the body, apply medical cream or nappy cream

### Policy Statement:

At St Catherine's Nursery, we are committed to providing safe, respectful, and appropriate personal care for all children in our setting. Intimate and personal care routines are essential to meet individual needs and support children's health, dignity, comfort, and well-being.

We recognise that personal care is a sensitive area requiring professional conduct and strong safeguarding measures. This policy ensures that all personal care is carried out consistently, safely, and respectfully, in line with the EYFS statutory framework and safeguarding best practices.

### Procedures:

#### 1. Staff Responsibilities

- Only staff who have undergone enhanced DBS checks and safeguarding training will carry out personal care tasks.

- Whenever possible, the same familiar staff members will support the same child to ensure continuity and trust.
- Staff will always treat children with sensitivity and respect, explaining what is happening throughout the process.
- Children will be given privacy for any personal care

## 2. Safeguarding and Best Practice

- Staff will record all intimate care interactions, including time, staff member, and reason.
- Children will never be left unattended on changing tables.
- If a child becomes distressed, the procedure will stop and the incident will be reported to the manager and parent.

## 3. Hygiene and Safety

- Disposable gloves and aprons will be worn during all personal care routines.
- Changing areas will be cleaned and disinfected after each use.
- Soiled items will be stored in sealed, labelled bags and returned to parents daily.

### Children's Rights:

We recognise children's rights to:

- Be kept safe
- Be treated with dignity and respect
- Have their views considered
- Be supported to develop independence at their own pace

### Policy Review:

This policy is reviewed annually or as needed in line with updates to guidance or changes in the setting.