

# *Hillside Pre-School and Early Learning Group*

## *Policies and Procedures*

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### **Intimate Care Policy and Procedure – including Sun Care**

Intimate care involves areas of personal care, which most people normally do for themselves but some are unable to do because of their stage of development, impairment or disability. We aim to provide intimate care to all children who require it, which acknowledges the responsibilities and protects the rights of everyone involved. We believe that children have the right to be treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one. We acknowledge that it is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. We also believe that every child should be encouraged to have a positive image of their own body. We aim to provide guidance and reassurance to staff, and protect the rights and well being of children.

#### **Procedure**

We will liaise closely with parents/guardians of all children to obtain as much information as possible in order to make the process of intimate care as comfortable as possible. We will endeavour to take all of their individual concerns into account. We are conscious that this is a sensitive issue and will ensure all of our staff are aware of our confidentiality policy.

We will ensure that all staff are familiar with the normal precautions for avoiding infection and that they are aware of our hygiene policy and procedure.

We will endeavour to ensure privacy appropriate to the child's age and situation when carrying out intimate care. We will allow the child to care for themselves as far as they are able to, and encourage our staff to promote appropriate use of toilets and associated skills.

We will be aware of and responsive to the child's reactions, and provide reassurance whenever this is required. Where practical two members of staff would be available to assist with a toileting accident in which the child needs changing. In any instance where a child needs to be changed we will do so with as much privacy as possible but the toilet door remains open at all times. We will also ensure that all of our staff is aware of our Safeguarding Children Policy.

#### **Sun care Policy**

In hot weather, children to bring in sun hats, which will be worn. Children will play in shaded areas. Sun cream will be reapplied by staff if the parent supplies it, however the sun cream container should be named and have parents instructions with the cream.