

<b>Policy Name</b>	<b>Personal Care</b>
<b>Date Issued</b>	<b>January 2012</b>
<b>Author / Owner</b>	<b>Hagbourne Pre-School</b>

### Statement of Intent

We want children to feel safe and happy in the Pre-school and to feel secure and comfortable with staff. We want both children and parents to feel reassured that the child's personal care needs will be met appropriately.

### Aim

We aim to ensure that the personal care needs of the child are met, by liaising with parents about the individual child's routine and accommodating their preferences

### Method

We aim to ensure that the personal care needs of the child are met by:-

- Parents have signed an agreement allowing staff to change their child's nappies and clothes
- All staff members are DBS checked
- A risk assessment has been carried out for the changing and disposal of children's nappies
- Disposable gloves and aprons are used as appropriate.
- Whenever possible, the child will be changed by their key worker/key person
- Staff should inform a colleague when they leave the room to change a child
- Children are changed in a suitable place so that their privacy and dignity are protected
- Nappies are changed at least once during a morning and afternoon session
- Nappies will be disposed of in the general waste
- If a child's clothes are wet, they will be dressed in a set of clothing provided by parents. This will ensure that the child feels comfortable.
- Pre-school has a supply of alternative clothing and disposable nappies if required.

### Mini Explorers Club

We recognise that procedures for personal care when children are participating in the Mini Explorers Club will depend on the location and availability of facilities. At all times our aim is to ensure that the needs of the individual child are met and that their privacy and dignity are maintained.

- If toilet facilities aren't available a potty is available for the use of children who are toilet trained.
- If a child is in pull-ups or a nappy, a changing mat is used and a screen erected so that the child's privacy and dignity are protected.
- Disposable gloves and aprons are used appropriately.

This will be carried out by the relevant member of staff taking the children out.

This policy was reviewed and updated (where required) on 08/01/2022 (date)

Reviewed/updated by Dominique McCann (Chairperson)

Reviewed/Updated by \_\_\_\_\_ (Manager)



Reviewed/Updated by Julie Higgins (Deputy Manager)