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**Personal Care Policy**

**Policy Statement**

Every step is taken to ensure that each child’s personal care needs are met in a timely and considerate manner. This includes nappy changing, toileting, changing clothes, applying creams and providing any other personal care required to meet the needs of each child. Members of staff will provide this care after consultation with the child’s parents/carers and will ensure that parent partnership and the needs of the child are considered at all times. While providing personal care members of staff will respect and maintain a child’s dignity and unless necessary will not remove clothing. Where removing clothing is required the member of staff will encourage independence where appropriate.

**Nappy Changing**

Children wearing nappies must be provided with the necessary changing equipment by the parents/carers and this is left on a peg in the cloakroom in a named bag

All nappies are changed in the designated changing area.

Nappy changing is carried out throughout the session as required.

The children are always changed by a familiar adult and where possible it will be the child’s key person.

Disposable gloves are always worn where nappies are soiled. If a nappy is wet, the use of disposable gloves is at the staff member’s discretion.

Nappy waste and used gloves are disposed of in the designated nappy disposal bin.

The changing mat is cleaned with an appropriate cleaner in preparation for the next change.

**Toilet training/Toileting Children**

The toilet facilities are only accessible through a locked door. Children are never refused access to the toilet. A staff member will either accompany the child to the toilet facilities or will remain within hearing distance. All children are encouraged to use the toilet facilities throughout the session.

Toilet training children will always be accompanied by a member of staff. If a child prefers to use a potty this must be provided by the parent/carer and brought in to playgroup at each session. The potty must be named. Potty training children must be provided with several changes of clothes and wipes.

If the child needs help with cleaning themselves then a staff member will help them.

Staff will help the child to wash their hands

**Changing Clothes**

There are occasions when a child may need to change their clothes. This could be due to them getting messy through play or from mealtimes or just from them becoming wet or soiled. When children need their clothing changed they are changed in the bathroom area and the children’s modesty is always taken into consideration.

Parents are asked to provide named spare clothes for their child whilst they are at playgroup. These should be kept in a named bag in the cloakroom area at each session.

Independence in changing is encouraged where appropriate.

**Applying Creams**

We will apply nappy creams provided by the parents/carers. All creams must be named and kept in the child’s named bag.

In hot weather children must have sun cream applied before the start of the session. For children staying all day staff will reapply sun cream. We have a bottle of suncream for general use in the cupboard. If parents would prefer us to use a different type, they must supply this, clearly labelled with the child’s name along with signed approval for its application. Staff will not accept any responsibility for allergic reactions or burns.

All other creams such as eczema creams should be prescribed, and a Medical Consent form must be completed. All creams should be labelled clearly with child’s name and in a transparent bag.