INTIMATE CARE POLICY

At Wibli Wobli Nursery we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to meet children's basic needs. This may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required.

In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis and, wherever possible, by the child's key worker with the exception of first aid treatment which must be carried out by a qualified first aider.

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key worker system in the nursery and ensuring all parents understand how this works
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support
- Ensuring children are afforded privacy during intimate care routines whilst balancing this with the need to safeguard children and staff. No nappies will be changed or intimate routines will take place behind closed doors
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education as laid out in the Parents and Carers as Partners' Policy. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensuring all staff have an up-to-date understanding of child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the safeguarding/child protection policy
- Operating a whistleblowing policy to help staff raise any concerns about their peers or managers; and helping staff develop confidence in raising worries as they arise in order to safeguard the children in the nursery

- Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines
- Conducting regular risk assessments on all aspects of the nursery operation including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

Use of Nappy Changing and Child Toilet facilities during Arrival and Collections
During peak arrival and collection times, use of the child toilet and nappy changing facilities are to be avoided and group toilet visits will not be undertaken during those times. If children need to use the facilities this will be done on a 1:1 basis with a member of staff, ensuring appropriate care and supervision at all times. These measures are in place to ensure the smooth running of routines and transitions within the setting and to maintain the privacy, dignity and safety of all children.

Potty Training
The nursery supports children through potty training in partnership with parents and carers, following each child's individual stage of development and readiness. Children will be encouraged, but never forced, to use the toilet or potty, with staff promoting independence while providing appropriate support. Accidents will be managed calmly and discreetly, ensuring the child's privacy and dignity at all times, and appropriate hygiene procedures will be followed. Parents are expected to provide sufficient spare clothing, and staff will maintain regular communication regarding progress.

Outdoor provision
Intimate care procedures may also take place in outdoor areas, including the forest school, where a compost toilet may be used. The same standards of privacy, dignity, supervision, and hygiene will be maintained at all times. Additional procedures relating to outdoor intimate care arrangements are detailed in the Forest School Policy.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see the manager at the earliest opportunity.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

POLISI GOFAL INTIMAIDD

Ym Meithrinfa Wibli Wobli, credwn fod angen cyswllt â gofalwyr cyfarwydd a chyson ar bob plentyn er mwyn sicrhau y gallant dyfu a datblygu'n gymdeithasol ac yn emosiynol. Ar adegau mae angen cwtsio, annog, dal a chynnig sicrwydd corfforol i blant.

Mae arferion gofal agos yn hanfodol drwy gydol y dydd i ddiwallu anghenion sylfaenol plant. Gall hyn gynnwys newid clytiau, cefnogi plant gyda mynd i'r toiled, newid dillad, a rhoi triniaeth cymorth cyntaf a chymorth meddygol arbenigol, lle bo angen.

Er mwyn cynnal preifatrwydd y plentyn, byddwn yn cyflawni'r rhan fwyaf o'r camau hyn ar sail un i un a, lle bynnag y bo modd, gan weithiwr allweddol y plentyn ac eithrio triniaeth cymorth cyntaf y mae'n rhaid i'r gweithiwr cymorth cyntaf cymwys ei chyflawni.

Rydym am sicrhau diogelwch a lles plant yn ystod arferion gofal agos a'u diogelu rhag unrhyw niwed posibl yn ogystal â sicrhau bod yr aelod staff dan sylw yn cael ei gefnogi'n llawn ac yn gallu cyflawni ei ddyletswyddau'n ddiogel ac yn hyderus. Ein nod yw cefnogi pob parti drwy'r camau gweithredu canlynol:

- Hyrwyddo perthnasoedd cyson a gofalgar drwy'r system gweithwyr allweddol yn y feithrinfa a sicrhau bod pob rhiant yn deall sut mae hyn yn gweithio
- Sicrhau bod gan bob aelod o staff sy'n ymgymryd ag arferion gofal personol wiriadau DBS manylach addas
- Hyfforddi pob aelod o staff yn y dulliau priodol ar gyfer arferion gofal personol a threfnu hyfforddiant arbenigol lle bo angen, h.y. hyfforddiant cymorth cyntaf, cymorth meddygol arbenigol
- Sicrhau bod plant yn cael preifatrwydd yn ystod arferion gofal personol gan gydbwyso hyn â'r angen i ddiogelu plant a staff. Ni fydd unrhyw gewynnau'n cael eu newid na bydd arferion personol yn digwydd y tu ôl i ddrysau caeedig
- Cynnal sesiynau sefydlu trylwyr i bob aelod o staff newydd i sicrhau eu bod yn gwbl ymwybodol o holl weithdrefnau'r feithrinfa sy'n ymwneud ag arferion gofal personol
- Dilyn gweithdrefnau drwy gyfarfodydd goruchwylio ac asesiadau i nodi unrhyw feysydd i'w datblygu neu hyfforddiant pellach
- Gweithio'n agos gyda rhieni ar bob agwedd ar ofal ac addysg y plentyn fel y nodir ym Mholisi Rhieni a Gofalwyr fel Partneriaid. Mae hyn yn hanfodol ar gyfer arferion gofal personol sydd angen hyfforddiant neu gymorth arbenigol. Os oes angen cymorth penodol ar blentyn, bydd y feithrinfa'n trefnu cyfarfod gyda'r rhiant i ddarganfod yr holl wybodaeth berthnasol sy'n ymwneud â hyn er mwyn galluogi'r staff i ofalu'n llawn am y plentyn a diwallu ei anghenion unigol.
- Sicrhau bod gan yr holl staff ddealltwriaeth gyfredol o amddiffyn plant a sut i amddiffyn plant rhag niwed. Bydd hyn yn cynnwys nodi arwyddion a symptomau cam-drin a sut i godi'r pryderon hyn fel y nodir yn y polisi diogelu/amddiffyn plant.

- Gweithredu polisi chwythu'r chwiban i helpu staff i godi unrhyw bryderon am eu cyfoedion neu reolwyr; a helpu staff i ddatblygu hyder wrth godi pryderon wrth iddynt godi er mwyn diogelu'r plant yn y feithrinfa.
- Cynnal arsylwadau arfer gwaith o bob agwedd ar weithrediadau'r feithrinfa i sicrhau bod gweithdrefnau'n gweithio'n ymarferol a bod pob plentyn yn cael ei gefnogi'n llawn gan y staff. Mae hyn yn cynnwys arferion gofal personol.
- Cynnal asesiadau risg rheolaidd ar bob agwedd ar weithrediad y feithrinfa gan gynnwys gofal personol ac adolygu'r mesurau diogelwch sydd ar waith. Mae'r feithrinfa wedi asesu'r holl risgiau sy'n ymwneud ag arferion gofal personol ac wedi rhoi mesurau diogelwch priodol ar waith i sicrhau diogelwch pawb sy'n gysylltiedig.

Defnyddio cyfleusterau Newid Clytiau a Thoiledau Plant yn ystod Cyrraedd a Chasglu
Yn ystod oriau brig cyrraedd a chasglu, dylid osgoi defnyddio'r toiled plant a'r cyfleusterau newid clytiau ac ni fydd ymweliadau grŵp â thoiledau yn cael eu cynnal yn ystod yr amseroedd hynny. Os oes angen i blant ddefnyddio'r cyfleusterau, gwneir hyn ar sail 1:1 gydag aelod o staff, gan sicrhau gofal a goruchwyliaeth briodol bob amser. Mae'r mesurau hyn ar waith i sicrhau bod arferion a phontio yn rhedeg yn esmwyth o fewn y lleoliad ac i gynnal preifatrwydd, urddas a diogelwch pob plentyn.

Hyfforddiant Poti
Mae'r feithrinfa'n cefnogi plant trwy hyfforddiant poti mewn partneriaeth â rhieni a gofalwyr, gan ddilyn cam datblygiad a pharodrwydd unigol pob plentyn. Bydd plant yn cael eu hannog, ond byth yn cael eu gorfodi, i ddefnyddio'r toiled neu'r poti, gyda staff yn hyrwyddo annibyniaeth wrth ddarparu cefnogaeth briodol. Bydd damweiniau'n cael eu rheoli'n dawel ac yn ddisylw, gan sicrhau preifatrwydd ac urddas y plentyn bob amser, a bydd gweithdrefnau hylendid priodol yn cael eu dilyn. Disgwylir i rieni ddarparu digon o ddillad sbâr, a bydd staff yn cynnal cyfathrebu rheolaidd ynghylch cynnydd.

Darpariaeth awyr agored
Gall gweithdrefnau gofal agos ddigwydd hefyd mewn mannau awyr agored, gan gynnwys yr ysgol goedwig, lle gellir defnyddio toiled compost. Cynhelir yr un safonau o breifatrwydd, urddas, goruchwyliaeth a hylendid bob amser. Mae gweithdrefnau ychwanegol sy'n ymwneud â threfniadau gofal agos awyr agored wedi'u manylu ym Mholisi'r Ysgol Goedwig.

Os oes gan unrhyw riant neu aelod o staff bryderon neu gwestiynau am weithdrefnau gofal agos neu drefn unigol, ewch i weld y rheolwr cyn gynted â phosibl.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
27/10/2026	*L.George*	*10/2027*