



Intimate care Policy

Wales: NMS
4.11, 20.1 - 20.6

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, who will ensure that the door is closed and in the case of the nappy changing facilities the hook locked from the inside. This is to ensure the privacy and dignity of children using the toilet or nappy changing facilities at all times.

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
02/04/2025		April 2026



Polisi Gofal Personol

Cymru: SGC
4.11, 20.1 - 20.6

Ym Meithrinfa Wibli Wobli rydym yn credu bod pob plentyn angen cyswllt gyda gofalwyr cyfarwydd, cyson i sicrhau eu bod yn tyfu a datblygu'n gymdeithasol ac yn emosiynol. Ar adegau mae plant angen eu cofleidio, eu hannog, eu dal a derbyn cysur corfforol.

Mae arferion gofal personol yn hanfodol yn ystod y dydd er mwyn diwallu anghenion sylfaenol y plant. Gall hyn gynnwys newid cewynnau/clytiau, cefnogi'r plant wrth fynd i'r toiled, newid dillad, rhoi triniaeth gofal cyntaf a chymorth meddygol arbenigol pan fo angen.

Er mwyn cynnal preifatrwydd y plentyn, bydd y rhan fwyaf o'r gweithredoedd yma yn digwydd ar sail un-i-un a, ble bynnag y bo hynny'n bosib, gyda gweithiwr allweddol y plentyn ac eithrio triniaeth gofal cyntaf y mae'n rhaid i berson cymorth cyntaf cymwys ei rhoi.

Dymunwn sicrhau diogelwch a lles y plant yn ystod gofal personol a'u diogelu rhag unrhyw niwed potensial yn ogystal â sicrhau bod yr aelod o staff wedi eu cefnogi'n llawn i fedru perfformio'u dyletswyddau'n ddiogel a chyda hyder. Anelwn at gefnogi pob parti drwy wneud y canlynol:

- Hyrwyddo perthynas gyson a gofalgwr drwy'r system gweithiwr allweddol yn y feithrinfa a sicrhau bod pob rhiant yn deall sut mae hyn yn gweithio
- Sicrhau bod pob staff sy'n ymgymryd ag arferion gofal personol yn destun gwiriadau manwl priodol y DBS
- Hyfforddi pob staff yn y dulliau priodol o arferion gofal personol a cheisio hyfforddiant arbenigol pan fo angen, h.y. hyfforddiant cymorth cyntaf, cefnogaeth feddygol arbenigol
- Sicrhau bod preifatrwydd i blant yn ystod gweithdrefnau gofal personol gan gloriannu hyn gyda'r angen i ddiogelu plant a staff. Ni fydd unrhyw gewyn/clwt yn cael ei newid na gweithdrefnau personol yn digwydd y tu ôl i ddrysau caeedig.
- Sefydlu pob staff newydd yn drwyadl i sicrhau eu bod yn llwyr ymwybodol o holl weithdrefnau'r feithrinfa o ran arferion gofal personol
- Cynnal cyfarfodydd a sesiynau gwerthuso dilynol ar y gweithdrefnau yma i adnabod unrhyw feysydd sydd angen eu datblygu neu sydd angen hyfforddiant pellach
- Gweithio'n agos gyda rhieni ar bob agwedd o ofal ac addysg y plentyn fel y nodir yn y polisi rhieni a gofalwyr yn bartneriaid. Mae hyn yn hanfodol o ran arferion gofal personol sy'n gofyn am hyfforddiant neu gefnogaeth arbenigol. Os yw plentyn angen cefnogaeth benodol bydd y feithrinfa yn trefnu cyfarfod gyda'r rhiant i ganfod yr holl wybodaeth berthnasol ynglŷn â hyn i alluogi staff i ofalu am y plentyn yn llawn ac i gwrdd â gofynion unigol.
- Sicrhau bod gan yr holl staff y ddealltwriaeth ddiweddaraf o amddiffyn plant a sut i amddiffyn plant rhag niwed. Bydd hyn yn cynnwys adnabod arwyddion a symptomau o



gamdriniaeth a sut i godi'r pryderon yma fel sy'n cael ei nodi yn y polisi diogelu/amddiffyn plant

- Gweithredu polisi chwythu'r chwiban i gynorthwyo staff i godi unrhyw bryderon sy'n ymwneud â'u cydweithwyr neu eu rheolwyr; a chynorthwyo staff i ddatblygu hyder wrth leisio pryderon wrth iddynt ddigwydd er mwyn diogelu plant yn y feithrinfa
- Cynnal arsylwadau o arferion gweithio ar bob agwedd o weithrediadau'r feithrinfa i sicrhau bod gweithdrefnau yn gweithio'n ymarferol a bod pob plentyn yn cael eu cefnogi'n llawn gan y staff. Mae hyn yn cynnwys arferion gofal personol
- Cynnal asesiadau risg rheolaidd ar bob agwedd o waith y feithrinfa gan gynnwys gofal personol ac adolygu'r mesurau amddiffyn sydd wedi eu sefydlu. Mae'r feithrinfa wedi asesu'r holl risgiau sy'n ymwneud ag arferion gofal personol ac wedi gosod mesurau amddiffyn priodol yn eu lle i sicrhau diogelwch pawb dan sylw.

Defnydd o gyfleusterau Newid Clytiau a Thoiledau Plant yn ystod Cyrraedd a Chasgliadau

Yn ystod yr amseroedd cyrraedd a chasglu brig, rhaid osgoi defnyddio toiledau plant a chyfleusterau newid cewynnau ac ni fydd ymweliadau toiled grŵp yn cael eu cynnal yn ystod yr amseroedd hynny. Os bydd angen i blant ddefnyddio'r cyfleusterau gwneir hyn ar sail 1:1 gydag aelod o staff, a fydd yn sicrhau bod y drws ar gau ac yn achos y cyfleusterau newid cewynnau, y bachyn wedi'i gloi o'r tu mewn. Mae hyn er mwyn sicrhau preifatrwydd ac urddas y plant sy'n defnyddio'r cyfleusterau toiled neu newid cewynnau bob amser.

Os oes gan unrhyw riant neu aelod o staff unrhyw bryderon neu gwestiynau ynglŷn â gweithdrefnau gofal personol neu arferion unigol gofynnwn ichi eu dwyn i sylw'r rheolwr cyn gynted ag y bo modd.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygu
02/04/2025		Ebrill 2026