



West Lothian  
Council

**EDUCATION EXECUTIVE**

**SUPPORTING CHILDREN WITH PERSONAL CARE NEEDS – EARLY LEARNING AND  
CHILDCARE**

**REPORT BY HEAD OF EDUCATION (DEVELOPMENT)**

**A. PURPOSE OF REPORT**

To inform members of proposed changes to the Supporting Children with Personal Care Needs Policy and Procedure.

**B. RECOMMENDATION**

To recommend approval of the revised Supporting Children with Personal Care Needs Policy and Procedure.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The revised Supporting Children with Personal Care Needs Policy and Procedure is consistent with Child Protection procedures.
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	None
<b>V Relevance to Single Outcome Agreement</b>	None
<b>VI Resources - (Financial, Staffing and Property)</b>	None
<b>VII Consideration at PDSP</b>	The PDSP asked that clarification be made of sector, and staff to which the policy applied.
<b>VIII Other consultations</b>	Service Child Protection Officer; Development Officers – Early Years

#### **D. TERMS OF REPORT**

Nursery Nurses working in early years setting have raised with the council, through their trades union representatives, the perceived risk of complaint where they undertook personal care tasks on an individual basis.

In order to reassure staff, and to provide an appropriate balance of care to both staff and pupils, a review of the existing Supporting Children with Personal Care Needs Policy and Procedure was undertaken.

Two new paragraphs were inserted as follows:-

- Within agreed staffing levels of early learning and childcare establishments, and in order to maintain adequate supervision of other children, it is not expected that two members of staff leave the floor of the establishment. The staff member must inform colleagues that he/she is going to change a child, and where reasonably practicable there should be another member of staff available with earshot.
- Provision of personal care may give rise to complaint against a member of staff. In all circumstances, the matter must be treated seriously and the response must be prompt. All allegations against employees must be dealt with transparently but with considerable sensitivity to the management of information. It is important that the employee is treated fairly and that his/her rights are respected during the investigative process. Following robust procedures will afford maximum protection to both children and staff.

These paragraphs are consistent with Child protection procedures, and are also intended to provide reassurance to parents and staff that robust procedures will afford maximum protection to both children and staff.

The opportunity was taken to review and revise other content in the policy and procedure in line with developing local best practice and national guidance.

It is envisaged that supporting children with personal care needs will fall within the remit of Nursery Nurses in early learning and childcare establishments.

#### **E. CONCLUSION**

Members are asked to approve the revised policy and procedure in order to provide reassurance to parents and staff that robust procedures will afford maximum protection to both children and staff, and to take account of developing local best practice and national guidance.

#### **F. BACKGROUND REFERENCES**

None

Appendices/Attachments: Supporting Children with Personal Care Needs Policy and Procedure.

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**Donna McMaster**

**Head of Education (Development)**

Date of meeting: 7 June 2016

## **Supporting Children with Personal Care Needs – Early Learning and Childcare**

### **Policy and Procedure**

#### **Policy**

West Lothian Council has a duty to provide an early learning and childcare (ELC) place to all qualifying 2 year olds, and 3 and 4 year olds whose parents/carers request it.

The extension of early learning and childcare to qualifying two year olds has increased the number of children who take up an early learning and childcare place before becoming fully toilet trained.

Children should be sensitively supported to feel safe, confident and independent in their dressing and personal hygiene skills.

Prior to the start date Early Learning and Childcare establishments with the support of their Health Visitor will discuss plan and support parents to enable a desired level of progress in toilet training for their child as appropriate.

Parents/carers should not be discouraged from accessing their full entitlement of ELC hours as a result of their child not being fully toilet trained. It is the responsibility of staff to support parents/carers and ensure children's care, health and wellbeing are met at all times.

Parents/carers must be made aware of the policy and procedure for changing wet/soiled children.

Parents/carers must be made aware of the Council's child protection procedures.

Within agreed staffing levels of early learning and childcare establishments, and in order to maintain adequate supervision of other children, it is not expected that two members of staff leave the floor of the establishment. The staff member must inform colleagues that he/she is going to change a child, and where reasonably practicable there should be another member of staff available with earshot.

Provision of personal care may give rise to complaint against a member of staff. In all circumstances, the matter must be treated seriously and the response must be prompt. All allegations against employees must be dealt with transparently. but with considerable sensitivity to the management of information. It is important that the employee is treated fairly and that his/her rights are respected during the investigative process. Following robust procedures will afford maximum protection to both children and staff.

Staff must keep a record of changing children which will detail the staff member, date and time of changing the child. In every case parents/carers will be informed and sign the record.

## **Procedure –Managing Infection Control**

Staff, as part of induction, should be made aware of the procedures to be followed in case of wetting or soiling, including dealing with body spills, cleaning and disinfecting, and manual handling. Staff should refer to Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings) 2015, Appendix 8. Written instructions should be available in each area where changing will take place.

No student or volunteer should be involved in changing a child including dealing with body spills, cleaning and disinfecting, and manual handling.

The child should, where reasonably practicable, be changed in a designated area that provides sufficient space, heating and ventilation to ensure safety, privacy and comfort. This area should have a sink, where reasonably practicable.

Gloves, baby wipes and disposable aprons should be provided and accessible.

Supplies of suitable cleaning materials (approved by West Lothian Council) should be provided for cleaning and disinfecting changing surfaces.

Fresh clothing should be at hand so that the child is not left unattended.

In the case of wetting, the child should be encouraged to deal with as much of the routine as possible, with an adult in attendance, in order to encourage independence.

Staff should respect the personal dignity of children whilst supporting and reinforcing toileting skills. When wetting or soiling occurs, these incidents should be treated with sensitivity, patience and positivity towards children's progress, as children are more likely to make progress when praised for their successes.

It is envisaged that supporting children with personal care needs in early learning and childcare establishments will fall within the remit of Nursery Nurses.

## **Resources**

Designated changing area that provides sufficient space, heating and ventilation to ensure safety, privacy and comfort. This area should have a sink, where reasonably practicable.

Changing table/mat, where reasonably practicable.

Non-latex disposable gloves and aprons.

Non-allergenic baby wipes.

Plastic bags for disposable waste.

Plastic bags for sending home soiled clothes.

Disinfectant and cleaning materials (as approved by West Lothian Council).

A supply of clothes e.g. underwear, trousers, socks etc. in a variety of appropriate sizes.

Separate bucket and mop designated for the task.

Nappies (to be provided by parent/carer if required).

Bin with a lid for sealed waste bags.

Refer to current guidance: **Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)** which can be accessed on the WL Early Years Glow SharePoint.