

Elephant and Castle Child Care Centre  
Children's Privacy and Welfare Policy / Procedure.

**Statement of Intent**

To ensure the child's welfare and privacy.

**Aim**

To ensure the welfare of the children, above all others wishes. Privacy is supported and allowing opportunity to be able to rest/sleep as needed.

At induction we find out from parents/carers the needs of the child, an admission pack is completed. For children aged two years and younger a home diary is completed at the setting, we require parents/carers to bring the diary upon attendance.

We use our knowledge and understanding of children's development and of each child, taking into account the parents wishes when organising sleeps/rests for the children.

**Method**

When children need a sleep/rest we:

- Use cots and sleep mats.
- Give children their own individual sheet which is kept in their own bag. The sheet is washed on a regular basis.
- Encourage the use of children's own comforters/blankets.
- Remove anything restrictive, shoes, socks and top layers of clothing.
- Remove all hair bands and clips before children sleep or rest.
- Make sure the children are warm and have adequate ventilation.
- Discourage noise and disturbance while the children are sleeping.
- Use sleep chart, checking each child every 10 to 15 minutes and recording and signing.
- Follow the guidance in our other relevant policies.

When children require a nappy change or support in using the toilet we:

- Require staff to show privacy to all children.
- Discourage staff conversations with each other.
- Try not to have other children in the same room.
- Encourage interaction with the children.

This policy was adopted in August 2009 and will be reviewed annually and amended as necessary.  
Reviewed March 2011      Reviewed and amended September 2012.      Reviewed, June 2013.

Signed on behalf of the setting: