



# Safeguarding, Personal Care, Hygiene & Supervision Policy

**Effective Date:** 01/01/2025

**Applies To:** All prospective and enrolled families at **Besige Bytjie Akademie**

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## 1. Purpose

Besige Bytjie Akademie is committed to ensuring the safety, wellbeing, dignity, and protection of every child in its care. This combined policy sets out the preschool's approach to safeguarding and child protection, personal care and hygiene, and active supervision. It ensures that children are protected from harm, cared for respectfully during all personal care routines, and supervised at all times, in compliance with the Children's Act 38 of 2005 (Section 110), National Early Childhood Development (ECD) Standards, and other relevant South African legislation.

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## 2. Scope

This policy applies to:

- All children enrolled at Besige Bytjie Akademie.
- All staff, volunteers, contractors, and management.
- All preschool areas, including classrooms, playgrounds, bathrooms, nappy rooms, and during outings or offsite activities.
- All activities and events run by or associated with the preschool.

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## 3. Key Principles

1. Children's safety and wellbeing are paramount.
2. No child is left unattended under any circumstances.
3. Every child has the right to be protected from abuse, neglect, exploitation, and harm.
4. Children's dignity, privacy, and comfort are respected at all times, including during toileting and personal care.
5. Early identification and reporting of concerns are essential to effective intervention.
6. Confidentiality is maintained, but safeguarding concerns must be reported immediately to protect the child.

7. Active supervision, appropriate staffing ratios, and safe environments are essential.
8. Partnership with parents and relevant authorities is vital, while the child's safety is never compromised.

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## 4. Safeguarding & Child Protection

### 4.1 Definitions of Abuse and Neglect

- **Physical abuse:** Intentional infliction of harm (e.g. hitting, shaking, burning).
- **Emotional abuse:** Behaviour that damages a child's emotional wellbeing or self-worth.
- **Sexual abuse:** Any sexual act, exposure, or exploitation involving a child.
- **Neglect:** Failure to meet a child's basic needs, including food, shelter, supervision, medical care, or education.
- **Exposure to domestic violence:** Witnessing or being aware of violence within the home.

### 4.2 Recognising Signs of Abuse

Staff are trained to recognise indicators, including:

- Unexplained injuries, bruises, burns, or marks.

- Sudden changes in behaviour, mood, or performance.
- Fear of certain adults or reluctance to go home.
- Poor hygiene, malnutrition, or persistent tiredness.
- Sexualised behaviour or knowledge inappropriate for the child's age.

### 4.3 Staff Responsibilities (Safeguarding)

- Remain vigilant at all times.
- Record and report concerns immediately to the Designated Safeguarding Officer (DSO).
- Do not investigate allegations independently.
- Cooperate fully with the Department of Social Development, SAPS, and the National Child Protection Register.

### 4.4 Designated Safeguarding Officer (DSO)

- Oversees safeguarding procedures, staff training, and reporting.
- A Deputy DSO is appointed to act in the DSO's absence.

### 4.5 Reporting Procedure

1. **Immediate concern:** Report suspected abuse or neglect to the DSO without delay.
2. **Documentation:** Record factual observations, including dates, times, and witnesses.
3. **DSO Action:**
  - Assess the concern and report to Social Services or SAPS in accordance with Section 110 of the Children's Act.
  - Ensure the child's immediate safety and confidentiality.

4. **Follow-up:**
  - Cooperate with investigations.
  - Provide emotional and psychological support to the child.

## 4.6 Confidentiality

- Safeguarding information is shared strictly on a need-to-know basis.
- Discussions outside official procedures or on social media are strictly prohibited.

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# 5. Personal Care, Hygiene & Toileting

## 5.1 Guiding Principles

- Child safety, dignity, and privacy are prioritised.
- High hygiene standards are maintained to prevent illness and infection.
- Children are supervised at all times during personal care.
- Procedures align with safeguarding legislation and best practice.

## 5.2 Diapering & Toileting Procedures

- Staff wash hands and wear disposable gloves before and after each change.
- Diapering surfaces are sanitised before and after use.
- Children's skin is checked for rashes or irritation and recorded in the health log.
- Used nappies are double-bagged and disposed of hygienically.
- Children are assisted with handwashing after toileting or diaper changes.
- Parents are informed daily of toileting or diapering routines and concerns.

## 5.3 Personal Care

- Children's privacy and dignity are respected at all times.
- Children are never left unattended during toileting or personal care.
- Medical or additional care needs are managed according to parental instructions and documented.
- Individual care plans are developed when additional support is required.

## 5.4 Hygiene & Health Practices

- Toilets and nappy areas are cleaned and disinfected daily and after use.
- Handwashing is supervised and encouraged consistently.
- Linen, towels, and wipes are single-use or washed daily.
- Staff are trained in infection control and safe handling of bodily fluids.

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# 6. Supervision Policy

## 6.1 Staffing Ratios

- **Infants (0–12 months):** 1 adult : 6 children
- **Toddlers (1–2 years):** 1 adult : 8 children
- **Preschoolers (2–5 years):** 1 adult : 8–15 children (depending on activity and space)

## 6.2 Indoor Supervision

- Staff position themselves to observe all children clearly.
- Furniture and activities are arranged for unobstructed visibility.
- Conflicts, accidents, and unsafe behaviour are addressed promptly.
- Only authorised personnel may enter classrooms during sessions.

## 6.3 Outdoor Supervision

- Children are never left unsupervised outdoors.
- Staff are positioned strategically for full playground coverage.
- High-risk areas are closely monitored.
- Gates and fencing are secured, and entry/exit is supervised.

## 6.4 Nappy Room Supervision

- Only trained staff with background checks may change nappies.
- Children are never left unattended on changing surfaces.
- Gloves and aprons are worn, and hygiene protocols strictly followed.
- Areas are disinfected after every use.

## 6.5 Staff Responsibilities (Supervision)

- Maintain continuous, active supervision.
- Ensure children are always within sight or hearing.
- Conduct head counts and maintain attendance registers.
- Report incidents, hazards, or concerns immediately.
- Ensure equipment and environments are safe.

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# 7. Parental Involvement & Communication

- Parents are encouraged to report any safety or welfare concerns.
- Parents provide information regarding allergies, medical conditions, and toileting routines.
- Daily communication takes place regarding personal care and hygiene.
- Where concerns involve a parent or guardian, external authorities may be contacted immediately to ensure child safety.

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# 8. Monitoring & Compliance

- Safeguarding, supervision, and hygiene practices are regularly audited.
- Risk assessments and safety checks are conducted routinely.
- This policy complies with:
  - Children's Act 38 of 2005 (Section 110)
  - National Children's Policy Framework
  - National ECD Standards
  - POPIA (confidential records)
  - Relevant South African health and safety regulations

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## **9. Summary**

Besige Bytjie Akademie is committed to maintaining a safe, hygienic, and nurturing environment where children are protected, respected, and supervised at all times. Through integrated safeguarding, personal care, and supervision practices, the preschool ensures the highest standards of care and legal compliance.

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