

Greenfield Nursery School

Intimate Care Policy & Procedure

Date: 14 January 2019



Status:	Non statutory
Date Reviewed:	14 January 2019
Date of Next Review:	14 January 2021
Reviewed IN LIGHT OF Covid -19	8 th September 2020
Approved By:	
Date:	

A caring keyperson system ensures it will almost always be the keyperson who changes a child's nappy. The keyperson will understand the child's routines and any special rituals the child enjoys.

This routine becomes a special part of care routines within the pre-school or nursery building stronger relationships between adult and child.

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing. Please always bear in mind the quality of the child's experience during this intimate and special time.

The Disability Discrimination Act (DDA 2001 amended 2005)

In line with the above named Act, Greenfield Nursery School will ensure:

Policy Statement

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent whatever their age. We work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

AIMS

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change a child's nappy
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination, and ensure inclusion for all.

Basic Principles

At Greenfield Nursery School we will bear in mind the following principles when nappy changing:

- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- Children are supported in their understanding of toileting procedures so that they are led to independence

Vulnerability to Abuse

We will ensure that all staff are familiar with our Safeguarding Children Policy and Procedures to develop children's resilience and to protect them from any form of abuse. It is important that children are changed in reassuring and caring way by their key person or another member of staff they have a close relationship with, and it is important that we signal our intention to change a child's nappy and ask for the child's consent, as appropriate for their development. That means we do not give children the message that just anyone can pick them up, take them off and undress them. Staff should always change children when there is a colleague in the room, in the nappy-changing areas which allow for privacy but which are not closed off. This is part of making sure we have a culture of open-ness which safeguards children and ensures all adults follow safe working practices.

It is essential that if any member of staff has a concern about safe and appropriate nappy changing that they raise their concern immediately with their line manager or head.

Working with Parents/Carers

We will work with parents when attending to nappy changing routines.

- If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked during a home visit prior to starting pre-school or nursery whether or not their child has any special words/actions/particular

needs during their nappy changing procedure – [COVID 19 – PHONE CALL CONTACT PRIOR TO STARTING & GARDEN VISITS](#)

- Children should arrive at the setting in a clean/dry nappy – where this is not possible please inform a staff member that your child may need checking or changing
- If a child refuses to allow a staff member to change them, we will respect this and discuss strategies for the future with the parent. This may include; the parent changing in the changing area alongside the keyperson or vice versa to support the child's understanding that this is a safe place. In the rare event of not being able to change a child the parent may be called.
- All nappy changing or wetting/soiling accidents are recorded.
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Achieving Continence

At Greenfield Nursery we will encourage all children to achieve continence when they exhibit signs that they are ready. Working in partnership with parents supports consistency at home and in school.

In addition, key people ensure that nappy changing is relaxed and a time to promote independence in young children.

Protection for Staff

As far as possible, nappy changing procedures will be carried out by the child's Key Person, protection being afforded to the single member of staff in the following ways:

- Staff will be trained in good working practice as set out in procedure.
- Staff will inform another team member discreetly that they are changing a child.
- If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to the line manager and recorded
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care routine, this should be recorded and discussed with DSP immediately
- Risk Assessments will be carried out for Toileting and Nappy Changing procedures
- Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling if required
- Students will not change nappies or change children after toileting accidents

Nappy Changing Procedure

We will follow the Nappy changing Procedure below:

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (where cream is used the child should have their own named cream and written permission obtained from the parent).
- Wash and dry your hands.
- Put on gloves and apron. **You should use a new set of gloves and apron for each nappy change. – COVID 19 – FACE MASK TO BE USED AT EVERY CHANGE – CLEAN MASK FOR EACH CHANGE.**
- Approach the child and say or sign that it's time for a nappy change. You may need to negotiate (e.g. "OK, I can see you're playing, but we need to change your nappy. We'll do it in 2 minutes"). You should never approach a child from behind, pick them up and take them for a nappy change.
- Place the child on a nappy changing mat or, if using steps, support the child if necessary to climb up the steps.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in the nappy bin in the toilet area.
- Put on a clean nappy and apply cream if necessary (see above).
- Take off the gloves and apron and place them in the nappy bin on the toilet area.
- Dress the child.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands and record the change on the attached form.