



## **Intimate Care Policy**

<b>Date approved and agreed by Governing Board</b>	Spring 2023
<b>Review Date</b>	Spring 2026
<b>Published on website</b>	Spring 2023

Lark Hill Nursery School views intimate care of our children to be part of the overall care we give to every child. This policy aims to support good practice.

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to toileting and nappy changing. We always bear in mind the quality of the child's experience during this intimate and special time. We believe it can be a bonding time between staff and children.

### **In line with the Equality Act 2010**

We will ensure:

No child is excluded from participating in our Nursery 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 are:**

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who change a child's nappy and support them with toileting
- 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 Lark Hill 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**

All staff are familiar with our Safeguarding 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.

Our nappy-changing area allows for privacy but is not closed off. This is part of making sure we have a culture of openness 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 Jo O'Raw, The Designated Safeguarding Lead.

## **Working with Parents/Carers**

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

- Where parents are present they will be asked to change their own child's nappy
- 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 when their child first starts at the nursery whether or not their child has any special words/actions/particular needs during their toileting or nappy changing procedure
- 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 Contenance**

At Lark Hill Nursery School we will encourage all our children to achieve continence when they exhibit signs that they are ready. In addition, key people ensure that nappy changing is relaxed and a time to promote independence in young children.

## **Protection for Staff**

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to the DSL and recorded
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the DSL immediately.
- Students will not toilet or change the nappies of the children.
- Agency staff will not change nappies unless employed as a key person on a long term basis



## Nappy Changing Procedure

- Gather all the necessary items needed before each nappy change, for example, blue roll on the changing mat, nappy, wipes and nappy sack
- Wash and dry your hands.
- Approach the child and say, show a nappy or picture 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 child from behind, pick them up and take them for a nappy change.
- Support the child if necessary to climb up the steps to the changing mat. Put on gloves and apron.

### **You should use a new set of gloves and apron for each nappy change.**

- 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.
- 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.
- Put on a clean nappy.
- Take off the gloves and apron and place them in the bin inside the changing unit which is solely used for this purpose.
- Dress the child, encouraging their independence where appropriate.
- Encourage the child to wash their hands using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Support and encourage the child to return their bag to their peg
- 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.

**Make note on the list of who was changed, what time and by which staff member**