

## Nappy Changing, Toileting and Intimate Care Policy

No child is excluded from our Nursery for the reason of not yet being toilet trained or for still wearing nappies or the equivalent. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time. This policy is linked to Health and Safety, Health and Hygiene and Safeguarding Children Policy.

Nursery fees do not include nappies, creams and wipes. Parents are asked beforehand to provide enough nappies, creams and wipes for each session that their child attends. The children's nappies will be kept in named drawers.

Nappies are checked regularly and are also changed throughout the sessions as required.

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. All children are free to go to the toilet at any time with adult help or supervision if needed. A non-slip step will be available in each toilet area. Staff will be working with parents towards training children when they are ready. In order to ensure high standards of care and safety the following guidelines must be followed:

- Only persons with a suitable disclosure and barring services (DBS) clearance will be allowed to change or toilet children
- All members of staff will inform another member of staff in the setting prior to taking a child to be changed or to use the toilet
- Key Persons have a list of children's toileting needs and preferred procedures
- Key Persons undertake changing and toileting children within their key group, in their absence it will be the responsibility of their Key Person buddy
- The changing area is warm and safe
- Key Persons will take the child's bag along to the nappy changing area, to ensure they have everything to hand when changing children
- Gloves and PVC aprons are **only** worn for soiled nappies and any bodily fluids. **Gloves/PVC aprons must be worn when changing soiled nappies, clearing up vomit or dealing with blood. This is for staff's own protection as well as for the children. Gloves and aprons are not required to be worn for wet nappies.**
- The changing mat is wiped with antibacterial after each change.
- Wash your hands thoroughly after each nappy change and wipe clean PVC apron with antibacterial
- Recording of nappy changes should be logged on to Family
- All staff members are familiar with the hygiene procedures and carry these out when changing nappies
- Key Persons ensure that nappy changing is relaxed and a time to promote independence in young children
- Young children are encouraged to take an interest in using the toilet
- Children are encouraged to wash their hands and have soap and paper towels to hand
- Key Persons are gentle when changing; they avoid pulling faces or making comments about "nappy contents"
- Nappies or pull-ups are disposed of in a tied nappy bag that is then placed into a yellow secure nappy bin and emptied at the end of the day. **The bag should be fastened with a zip lock tag and the yellow sac placed in the YELLOW bin located in the forecourt**

- Any clothing that has been soiled will be bagged for the parents to take home. If young children are left in wet or soiled nappies/clothes whilst in the setting, this may constitute neglect and will be a disciplinary matter. We have a duty of care towards children's personal needs

### **Potty/training Seat Procedure**

- Always make sure you have everything you need before starting
- Always make sure children are not allergic to any products
- Always wear disposable gloves and apron provided when supervising a potty/training seat
- Be aware of child's independence skills
- Wipe down potty with anti-bacterial spray and place on floor
- Talk with the child if appropriate, respect child's dignity and modesty
- Flush contents down the toilet
- Always spray the potty/training seat with antibacterial spray when finished
- Always discard the disposable gloves and apron in the external bins when finished
- Always wash your hands using the antibacterial soap provided; encourage children to wash hands so that good hygiene practices are started

### **Intimate Care**

At Little Pumpkins Nursery, we believe that all children need contact with familiar consistent carers to ensure they grow and develop socially and emotionally. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to meet the basic needs of children. This includes nappy changing, supporting children with toileting, changing clothes, giving first aid treatment and specialist medical support, when required.

We wish to ensure the safety and welfare of the children during intimate contact routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following action:

- Promoting consistent and caring relationships through the Key Person system in the Nursery and ensuring all parents understand how it works
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support
- Inductions for all new staff to ensure they are fully aware of all Nursery procedures relating to intimate care routines
- Ensuring children are given privacy during intimate care routines whilst balancing this with the need to safeguard children and staff. No nappies will be changed or intimate routines will take place behind closed doors
- Following up procedures with meetings and appraisals to identify any areas of development
- Ensuring all staff have an up to date understanding of safeguarding/child protection and how to protect children from harm. This will be identifying symptoms of abuse and how to raise concerns as set out in the safeguarding policy

- Operating a Whistleblowing Policy to help staff raise concerns about their peers or Manager and helping staff develop confidence in raising worries as they arise to safeguard the children in the Nursery
- Conducting regular risk assessments on all aspects of the Nursery operation including intimate care and reviewing safeguards in place. The Nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place if a parent or member of staff has concerns or questions about intimate care procedure or individual routines, please see the Manager at the earliest opportunity

### **Kissing and Cuddling**

Whilst we know that the children need comforting and cuddling from time to time, for example, when they have just woken up or if they hurt themselves, it is important staff are aware that it is kept to a minimum:

- Never kiss a child. If a child asks for a kiss, try to do an air kiss so that they do not feel rejected
- Do not allow a child to sit on your lap for longer than necessary. Encourage them to join their friends
- Never initiate a cuddle, children will ask or let you know by actions when they need a cuddle

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