



**St Mary's Pre-school and Playscheme  
Child Care Practice**

**Intimate care and routines  
(including nappy changing and toileting)**

**Last reviewed and approved by Trustees**

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## 2 Why we have this policy

St Mary's Pre-school and playscheme aims to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times, children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as to ensure that staff members involved are fully supported and able to perform their duties safely and confidently. Our objective is to support all parties through the actions outlined below.

## 3 How we promote intimate care

- We promote consistent and caring relationships through the key person system in the Pre-school and ensure all parents understand how this works (see key person policy)
- We ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- We train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support
- We conduct thorough inductions for all new staff to ensure they are fully aware of all Pre-school procedures relating to intimate care routines
- We follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training
- We work closely with parents on all aspects of the child's care and education, as laid out in the 'Parent and carers as partners' policy. This is essential for intimate care routines which require specialist training or support. If a child requires specific support, the Pre-school will arrange a meeting with the parent to discover all the relevant information to enable the staff to care for the child fully and meet their individual needs
- We ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. (Refer to Safeguarding and Child protection policy) This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner
- The setting operates a whistle-blowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the Pre-school.
- The management team regularly conducts working practice observations on all aspects of Pre-school operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines

- Staff will be trained in behaviour management techniques as applicable (see Behaviour Management Policy)
- The Pre-school conducts regular risk assessments on all aspects of the Pre-school operation and this area is no exception. The Pre-school has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved
- If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, the manager will be involved at the earliest opportunity

## **4 Nappy changing and toileting/soiled clothes**

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 the equivalent.

We work with parents towards toilet-training, 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 and changing of clothes as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

### **Procedure**

- Key persons have a list of personalised changing times for the young children in their care who are in nappies or 'pull-ups'
- Young children from two years should wear trainer pants or 'pull ups' as soon as they are comfortable with this and their parents agree
- Key persons in line with the routine of the day undertake changing young children in their key groups. If the key person is absent, a familiar staff member in the room changes them
- Changing areas are warm and there are safe areas where young children can be laid down or assisted to stand if they need to have their bottom cleaned
- Children using the toilets will be changed in the toilet areas and encouraged to assist with the process.
- Each young child has their own basket to hand with their nappies or 'pull ups' and changing wipes
- Gloves and aprons are put on before changing starts and the areas are prepared. Anti-bacterial spray is used and tissue role on the changing mat between each change
- All staff are familiar with the hygiene procedures and carry these out when changing nappies
- In addition, key persons ensure that nappy/toilet changing is relaxed and is a time to promote independence in young children
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet and potty
- They should be encouraged to wash their hands and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.

- Anti-bacterial hand wash liquid or soap should not be used for young children
- Key persons are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'
- Key persons do not make inappropriate comments about young children's genitals when changing their nappies
- Nappies and 'pull ups' are disposed of hygienically and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent to take home
- If young children are left in wet or soiled nappies / 'pull ups' in the setting, this may constitute neglect and will be a disciplinary matter.
- Students and volunteers do not change nappies at any time. This prohibition does not cover a full time apprentice who is key working a minimal number of children. Support and supervision will be given on such occasions.
- An agency cover staff at level 3 could be asked to change a child, however this would be a last resort if no staff is available
- Staff work in partnership with parents when potty-training children
- We take into account the needs of the child, rather than the age, when deciding on the right time to potty train children
- If a child is not ready, then we will stop and start again when they are
- The Pre-school has potties available or children can bring in their personal potty from home
- Children are encouraged and praised when using the potty / toilet
- Daily feedback is provided to parents on how the child is progressing
- Low level toilets and washbasins encourage children to become independent in using the bathroom, with the added aid of a steps and toilet seat support for smaller children
- Where there is a need for a child to be changed owing to a toilet accident, staff will change children into their own clothes brought from home if this is available. As a result, parents are encouraged to bring in enough spare, labelled clothes

## 5 Nappy changing procedure

**Only the key person / co-key person is to change nappies at any time.**

**Students and volunteers are not to change nappies at all.**

All key persons are to ensure that they themselves change the nappies of for all their key children whenever possible. When this is not possible, another familiar adult will change the nappy and be responsive to individual children's needs.

### **Procedure**

- Inform other members of staff that you are going to change a child
- When changing children in the toilets, do not close the door
- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (each child should have their own named cream and written permission obtained from the parent). It is a good idea to have a named box

or bag for each child containing these items, along with spare clothes in case of accidents

- Wash and dry your hands
- Put on gloves and apron. You should use a new set of gloves and apron for each nappy change. These are stored in the changing unit
- Allow children to have the choice of which member of staff will change them where possible
- Always promote independence when using changing facilities, for example, letting the children climb up the ladder, allowing them to hold the wipes and the nappy whilst being changed. Place the child on a nappy changing mat. If in the toilet area support the child with a chair and tissue for them to sit on, assisting them to get undressed
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack. Place soiled clothes in a plastic bag and remember to label it so they can take it home
- 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 grey disposal bin provided. All areas of children's bottoms to be cleaned – this is to include genitals
- During change times, staff must observe the condition of a child's skin, making note of any marks or rashes
- During change times, if there are any concerns identified, then these should be referred to the manager, for example, if the child's behaviour changes during a change time or if there is no improvement of the condition of the skin once nappy cream has been applied by hand
- Apply cream if necessary (see above) and put on a clean nappy and apply cream if necessary (see above). Where nappy cream has been applied, this should be noted on each child's communication sheet / nappy chart and signed by the key person
- Take off the gloves and apron and place them in grey disposal bin provided in the area
- Dress the child
- Help the child to wash their hands after nappy changing
- Wash your own hands using liquid soap, warm water and paper towels
- Times of nappy change / soiled clothing must be recorded if the child is wet, dry or soiled
- When changing has finished and child has been returned to the room, return to the nappy changing area and, using anti-bacterial spray and paper towels, clean the changing mat, the surrounding area and underneath the mat before leaving the mat to dry. Then wash and dry your hands

**Remember to talk to the child throughout the nappy changing procedure, ensuring they are happy and involving them in the process.**

## 6 Appendix A – Recording Chart

All information regarding the child is to be recorded by staff in the chart below, which is situated in the changing area.

Intimate Care Changing Chart				
Date	Time	Name	Nappy/clothes Change	Staff

**W = WET      B = BOWE    D = DRY    T = TOILET TRAINING/ACCIDENT**  
**S = SORE C = CLOTHES    WP = WET PLAY**

Please ensure all children's clothes are put in a labelled bag to take home if soiled/dirty.