

## Nappy Changing, Toileting and Intimate Care Procedure

### EYFS 2017

Safeguarding and Welfare Requirement:

- 3.6. Providers must train all staff to understand their safeguarding policy and procedures,
- 3.60. Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies and providers should ensure that an adequate supply of clean bedding, towels, spare clothes and any other necessary items is always available.
- 3.64. Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks

### Policy statement

ICP Nurseries are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

This Nappy changing, Toileting and Intimate Care Procedure has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children. The management of all children with intimate care needs will be carefully planned. A child who requires intimate care is treated with respect at all times; the child's welfare and dignity are of paramount importance.

### Definition of intimate care

- Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.
- Care may involve help with drinking, eating, dressing and toileting. Help may also be needed with changing colostomy bags and other such equipment. It may also require the administration of rectal medication.
- In some cases, intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

### The Voice of the Child

- The nursery team should agree appropriate terminology for private parts of the body and functions to be used by staff.
- It may be possible to determine a child's wishes by observation of reactions to the intimate care.
- Where there is any doubt that a child is able to make an informed choice on these issues, the child's parents are usually in the best position to act as advocates.
- It is the responsibility of all staff caring for a child to ensure they are aware of the child's method and level of communication. Communication methods may include words, signs, symbols, body movements and eye pointing.
- 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. 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 provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

## Partnership with Parents

- Partnership with parents is a vital principle in any early years setting and is particularly necessary in relation to children needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents, including knowledge and understanding of any religious or cultural sensitivities. Prior permission must be obtained from parents before intimate care procedures are carried out.
- Information will be shared between parents/carers and Key Persons regarding nappy changing and toilet training arrangements in the 'My Baby Diary', and then verbally when the child is in the Toddler and Pre-School rooms.
- Cultural preferences in hair and skin care must be discussed with parents, their preferences noted on the **Getting to Know Me form**, and observed.

## Staff development

- Staff who are new to role and working with children under 2 years old must complete the 'Real work environment training: baby room'.
- Staff must be trained in the specific types of intimate care that they carry out and fully understand this intimate care policy and guidelines within the context of their work.
- Where appropriate staff must receive Moving and Handling training annually.
- Newly appointed staff should be closely supervised until completion of a successful probationary period.
- Trained staff should be available to substitute and undertake specific intimate care tasks in the absence of the appointed person.

## Nursery management team

The nursery management team must:

- Ensure that sensitive information about a child is only shared with those who need to know, such as parents, members of staff specifically involved with the child. Other personnel should only be given information that keeps the child safe.
- Ensure staff understand the needs of children from different racial and cultural backgrounds and specialist advice is sought when necessary
- Ensure staff know who to ask for advice if they are unsure or uncomfortable about a particular situation.
- Ensure staff know of a whole nursery approach to intimate care.

## Procedures

Please note, that in order to reduce our use of 'single use' plastics such as disposable gloves and aprons, where available staff should use washable or wipeable alternatives.

- Our key persons have a list of personalised changing times for the children in their care who are in nappies; and change nappies according to this schedule, or more frequently where necessary.
- Our key persons undertake changing children in their key groups; buddy key persons change them if the key person is absent.
- Our changing area is clean and warm, with a safe area to lay children and no bright lights shining down in their eyes. There are mobiles and other objects of interest to take the child's attention.
- The Key Person should gather all the necessary items needed before each nappy change, for example, nappy, wipes, cream if necessary (the nursery supplies the nappy cream, should the parent not wish to use this brand, they will be required to supply their own clearly labelled with the child's name).
- The baby/child will be placed on the nappy changing mat, supported if necessary to climb the steps onto the unit. At **NO** point are they left unattended.
- The Key Person **MUST** communicate with the baby/child throughout the whole nappy changing experience with positivity and praise.
- Remove the child's clothing to access the nappy.
- The Key Person must be gentle when changing and avoid pulling faces and making negative comments about 'nappy contents'.

- The Key Person must not make inappropriate comments about children's genitals when changing their nappies.
- Using the wipes provided by the nursery, wipe clean the baby/child from front to back and placed used wipes in the nappy bin along with the used nappy.
- If the baby's/child's clothes are soiled, these should be placed in a separate bag and then sent home.
- When applying the nappy cream, the Key Person will use a disposable dry-wipe. The wipe must only be dipped into the cream once, and only used for one child.
- The Key Person **MUST** wear a white wipeable or disposable apron for each group of children being changed, however if one child has soiled this apron it **MUST** be removed, washed (where applicable) and a new one used.
- When used, the Key Person places disposable used aprons and gloves into the nappy bin.
- Parents will supply spare clothes for their baby/child should a toilet accident occur.
- Dress the child.
- Help the baby/child to wash their hands, using liquid soap, warm water and paper towels to dry (place in appropriate bin). Babies can be cleaned with dry wipes that have been rinsed in water.
- The baby/child is returned to their room.
- The Key Person returns to the nappy changing area and using anti-bacterial spray and paper towels cleans the changing mat and surrounding area, then washes and dries their hands.
- The nappy change is then logged on the **Nappy Changing Sheet (HS86)**.

### **Procedure for Toilet Training**

- 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.
- Children are usually ready for toilet training between about 18 months and 3 years old.
- 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 will enable a two-way exchange between parents and key persons so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs. Parents will be engaged in the process of toilet training and supported to continue toilet training with their child at home. These discussions will include a decision as to whether the child will use a potty or the toilet. We share with them the ICP Parent Guide to Toilet Training.
- We discourage the use of 'pull ups' and training pants as they do not help the child to be aware of when they are wet or have soiled, so may hinder the toilet training process.
- We encourage children 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.
- Children will be shown the toilet area before they actually need to use them, to help promote confidence and familiarity in a new environment.
- Key Persons will remind children to use the toilet / potty regularly.
- Regular conversations regarding toileting will take place, the use of books with fictional stories can be read at story time if appropriate.
- Children's dignity and modesty should be respected at all times.
- Key Persons to wear disposable gloves and white aprons when supporting children during toileting (be mindful of child's independence) and have everything they need before starting.
- If an accident occurs and the child accidentally soils in their clothes, flush the contents down the toilet and place the dirty clothes in a bag to return home.
- If a potty is being used it should be cleaned down with anti-bacterial spray and the contents **MUST** be flushed down the toilet.
- At all times encourage and support the child to dress themselves.
- Discard of apron and gloves and place them in the nappy bin.
- Children will be encouraged to adopt good hygiene by washing their hands using the anti-bacterial soap provided.
- Parents are requested to bring a bag which will contain a clean change of clothes for the children in case of accidents. These clothes will only be used for that child.

- Key Persons will praise children verbally throughout.
- Older children access the toilet when they have the need to and are encouraged to be independent.

The potty-training experience will be logged on the **Nappy Changing Sheet (HS86)**.

### **Continence Problems**

The age at which children are toilet trained has gradually increased and the majority of children are now not fully toilet trained until around the age of 3 years, with the rest becoming fully trained by the time they are 4 years. Most of these children will become toilet trained quite quickly without much formal intervention and will go on to have no further problems.

However, there will be a group of children who may require extra support until full toilet training is achieved and another smaller group of children who, because of underlying medical problems will require on-going support for toileting and changing.

We are committed to working closely with the family and healthcare professional involved with the child to ensure a proactive approach to managing the child's problem is taken and appropriate treatment plans are put in place.

We follow, and share with parents, the advice given by ERIC, The Children's Bowel & Bladder Charity: <https://www.eric.org.uk/>

### **Ensuring Good Hygiene Practice**

ICP Nurseries staff MUST adhere to the following procedure to ensure that good hygiene practices are implemented.

- Wash hands before and after changing a nappy, including after taking off disposable apron and gloves.
- Clean white couch roll (Centrefeed Roll) is used for each baby/child, this is laid across the changing mat before the baby/child is placed on the mat.
- Key Persons must ensure they have everything ready when they are changing a nappy so they are never tempted to leave the child
- Key Persons MUST have one hand on the child at all times
- If other children in the bathroom need assistance then Key Persons MUST call for another member of staff
- Wear disposable aprons and gloves at all times
- Gloves to be changed at every nappy change, aprons to be changed only if a child has a soiled nappy.
- Spray changing mat with sanitiser and wipe and clean after each use.
- When the nappy changing has been completed, clean the changing mat and surrounding area using sanitiser.
- Ensure creams and lotions are not shared between children, use a gloved finger to apply cream. Each child should have own cream which should be labelled and should be supplied by parents.
- Dispose of all nappies by placing directly into yellow sack.
- When yellow sack is two thirds full remove and take outside to bin. Clean disposable gloves and apron must be worn when disposing of yellow sacks.
- Nappy bins to be cleaned with hot water and sanitiser at the end of each day.
- Children must not use the "nappy bin" to discard paper towels after using the potty or toilet
- Nappies, wipes, disposable gloves and aprons to be replenished at the end of each day to ensure a ready supply for the next session.
- Staff should not change nappies whilst pregnant until a risk assessment has been discussed and conducted.

### **Vulnerability to abuse**

The following are factors that can increase a child's vulnerability during intimate care routines:

- Children who need help with intimate care are statistically more vulnerable to exploitation and abuse
- Children with disabilities may have less control over their lives than others

- Children may experience multiple carers
- Children may not be able to distinguish between intimate care and abuse
- Children may not be able to communicate

Teaching children about personal safety:

- All children will be taught personal safety skills carefully matched to their level of ability, development and understanding. Staff should be encouraged to listen.
- It is essential that all staff are familiar with the nursery's Safeguarding Procedures.
- Practitioners caring for children aged 3-5 years old should use [NSPCC Talk Pants](#) campaign resources to explore the Talk PANTS five key rules:
  - Privates are private.
  - Always remember your body belongs to you.
  - No means no.
  - Talk about secrets that upset you.
  - Speak up, someone can help.

### **Safeguarding and allegations of abuse**

- Ensure all staff undertaking nappy changing, supporting/supervising toileting have suitable enhanced DBS checks.
- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.
- When intimate personal care is being carried out, all children have the right to dignity and privacy, i.e. they should be appropriately covered, and out of view of non-personnel.
- Where changing areas are positioned away from the children's rooms, or are separated by a solid door, the door must be wedged open sufficiently to aid supervision of the child and member of staff.
- Other members of staff should be within earshot and / or view and be able to support both the child and the Key Person.
- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated safeguarding lead.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded.
- We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter.
- If a child is hurt accidentally he or she should be immediately reassured, and the adult should check that he or she is safe and the incident reported immediately to the nursery management team.
- Staff must never take any cameras, mobile phones or recording equipment into an area where intimate care is given. The taking of photographs or videos of children being given intimate care, or in any state of undress are strictly forbidden.
- Staff must never play games or make jokes relating to private parts or bodily and functions.
- The nursery 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 nursery.
- If a child appears sexually aroused, misunderstands or misinterprets an action/instruction, the incident should be reported immediately to the Designated Safeguarding Lead.
- Where there is any allegation of abuse, the guidelines in the 'Procedure to follow if an allegation of abuse is made against a member of ICP Nurseries' should be followed.