



For the benefit of this policy Laira Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.

Intimate Care and Nappy Changing Policy

Policy statement

Greenshoots is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Greenshoots recognises the need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. The child's welfare and dignity is of paramount importance. Every child's right to privacy will be respected.

The purpose of these procedures is to set out guidelines that safeguard children and staff by providing a consistent approach. Staff providing intimate care must be aware of the need to adhere to safeguarding practices in order to minimise the risks for both children and staff.

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 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.

Policy Aims

The aims of our policy and procedures are:

- To safeguard the dignity, rights and well being of children.
- To ensure that children are treated consistently when they experience personal care.
- To provide guidance and reassurance to staff.
- To ensure that parents are involved in planning the intimate care of their child and are confident that their concerns and the individual needs of their child are taken into account
- To reassure parents that staff are knowledgeable about intimate care.

Definition of intimate care

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a child after they have soiled themselves) to intimate

personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

Procedures for supporting children using toilet facilities

- Some of Greenshoots children are toilet trained and can access the toilet facilities independently when they have need to.
- When a child is using the toilet facilities a staff member will usually wait by the entrance to the bathroom in case the child needs any support.
- The staff member will go into the bathroom to support a child if needed, but they will tell a colleague if they need to enter the toilet facilities for any reason.
- If a child needs support with their personal care, for example wiping themselves; staff members will wear protective gloves to carry out this task. Staff will use the opportunity to encourage the child to develop their self care skills.
- Children are encouraged to follow good hygiene practices after visiting the toilet; flushing the toilet, washing their hands using soap and water and then drying their hands.

Procedures for nappy changing

- Staff members will check children in their care who are in nappies or 'pull-ups' regularly and change them as needed.
- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Each young child has their own nappies, 'pull ups' and changing wipes in their bags on their pegs.
- Staff members put on gloves and aprons before changing starts and the areas are prepared. Paper towel is put down on the changing mat freshly for each child.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, staff members 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; they may just want to sit on it and talk to a friend who is also using the toilet.
- Staff members are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- Staff members do not make inappropriate comments about young children's genitals when changing their nappies
- Nappies and 'pull ups' are disposed of hygienically. Any soil (faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the human waste bin. Cloth nappies or trainer pants that have been wet or soiled are rinsed and bagged for the parent to take home.
- Children are encouraged to wash their hands after nappy changing and staff have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- The changing mat and unit are cleaned with antibacterial wipes following every nappy change that takes place.
- Staff members record the date and time the nappy changing took place, who was changed, the reason for changing i.e. the type of nappy (wet or soiled) and their initials on the Changing List on the wall in the bathroom.

- NB 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. Settings have a 'duty of care' towards children's personal needs.

Procedures for changing children who are wet or soiled

- Staff members undertake the changing of children in their care as needed.
- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Each child should have spare clothes in their bags on their pegs, but the preschool keeps some spare clothes can be used as required.
- Staff members put on gloves and aprons before changing starts and the areas are prepared.
- All staff are familiar with the hygiene procedures and carry these out when changing children.
- In addition, staff members ensure that changing is relaxed and a time to promote independence in young children.
- Staff members are gentle when changing; they avoid pulling faces and making negative comments about the child wetting or soiling themselves.
- Staff members do not make inappropriate comments about young children's genitals when changing them.
- Any soil (faeces) in pants is flushed down the toilet. Pants that have been wet or soiled are rinsed and bagged for the parent to take home. Clothing that is wet or soiled is also bagged to be taken home for washing.
- Children are encouraged to wash their hands after changing and staff have soap and towels to hand.
- Staff members record the date and time the changing took place, who was changed, the reason for changing i.e. if they are wet or soiled and their initials on the Changing List on the wall in the bathroom.

Protection for children and staff

- Staff members always change children using the appropriate facilities; ensuring privacy for the child while maintaining supervision of staff members undertaking the task.
- Staff members always tell a colleague when they are changing a child for any reason so that they are made aware and the changing can then be supervised.
- Staff members aim to avoid being alone with children.

This policy was adopted on: _____

Signed on behalf of Laira Green Trust - Greenshoots Pre-school and Wraparound Care

Chairperson, Laira Green Trust:

Greenshoots Manager (Strategy and Support:

Laira Green Trust, c/o Laira Green Primary School, Bramley Road, Laira, Plymouth, Devon, PL3 6BP.
Telephone: 01752 228272.

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