



Our visions and values:

- **Protecting children’s right to play learn and have a voice.**
- **Keeping parents involved in children’s development**
- **Governors and staff leading the way on quality**
- **Working partnership with health professionals and schools**
- **Being ethical, respectful and tolerant**

| | |
|----------------------------------|-----------------------------------------------------------------------------------------------|
| Name of organisation | Forest Alliance of Nursery Schools: Church Hill Nursery School and Low Hall Nursery School |
| Who reviewed this Policy? | Helen Currie, Pat English, Naline Sabaroché, Rockena Muirhead, Marie Archambie |
| Governing Body Committee | CLD |
| Our review timetable | 2 years |
| Policy adoption Date | Autumn Term 2021 |
| Date of next Review | Autumn Term 2023 |

INTIMATE CARE POLICY & PROCEDURE

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing. Please always bear in mind the quality of the child's experience during this intimate and special time.

Policy Statement

In line with the Equality Act 2010, the Forest Alliance of Nursery Schools will ensure:

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 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 and associated guidance are:

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change a child's nappy
- 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 the Forest Alliance of Nursery Schools 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

We will ensure that all staff are familiar with our *Safeguarding Policy* to develop children's resilience and to protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by an appropriate 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.

Staff should always change children in the nappy-changing areas which allow for privacy but which are not closed off. This is part of making sure we have a culture of open-ness which safeguards children and ensures all adults to follow safe working practices.

In the nappy-changing areas staff must ensure that any windows are not obscured. Staff must position themselves where they can be seen from the corridor. 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 the safeguarding team.

Working with Parents/Carers

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

- Where parents are present, e.g. during the settling in period, 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 Send 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 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 Continence

At Church Hill Nursery School and Low Hall Nursery School we will encourage all our children to achieve continence when they exhibit signs that they are ready. The entire procedure is designed to make sure that nappy changing is relaxed and is a time to promote independence in young children.

Protection for Staff

For 2-year olds, nappy changing procedures will be carried out by rota by a small team. For older children, the member of staff who finds that a child needs changing will be the one to take care of that

child's needs, providing they are an adult who is familiar to the child. As our staff includes men and women, both men and women will change children in our schools. Protection is afforded to staff in the following ways:

- Staff are recruited following Safer Recruitment Procedures. Notable features of these procedures are that references are taken for all staff, and all staff are DBS checked.
- Staff will be trained in good working practices which comply with our Risk Assessment for safe cleaning and disposal of blood and bodily fluids.
- Staff will inform another member of staff discreetly that they are taking the child to carry out a care procedure.
- If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded on a safeguarding form and discussed with the lead for safeguarding immediately.
- Risk Assessments will be carried out and reviewed annually for Toileting and Nappy Changing procedures
- Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling.
- Students will not change nappies.
- Agency staff will not change nappies unless employed as a key person on a long-term basis.

Nappy Changing Procedure

We will follow the Nappy changing Procedure below:

- Ensure the door is propped open (Low Hall) or the window blind is open (Church Hill) to follow **Safeguarding Procedures**.
- Perform a visual **Risk Assessment** to ensure the nappy changing unit, and area is clean and safe, before starting.
- **Encourage** the children to find their own bag from their peg.
- **Encourage** the children to walk up the steps(at Church Hill) or ladder (Low Hall independently).
- **Ask** the child to lie down with their head towards the door.
- **Do not** lift a child who is heavy; always move the changing mat to the floor.
- Nappy Changing is a part of the routine. Use the time as a **Learning Experience**, sing songs, do counting and encourage lots of language.
- **Always** wash and dry your hands before putting on a protective apron **and** protective gloves.
- **Always** stand to the side of the child, not at their feet, to avoid coughs and sneezes.
- **Always** use a new set of gloves and apron for each nappy change.
- Using wipes, **always** clean the child from front to back
- Place the used wipes and soiled nappy in the nappy sack and put them straight into the pedal-operated bin.
- Spare nappies can be used if the child has run out or doesn't have any in their bag.
- If a child is distressed ask another practitioner to support you for distraction and support.
- Take the child back to nursery.
- When finished **always** wipe down the nappy changing mat to disinfect the area.

As children develop their independence when toileting in our three-year old rooms and toilet areas staff support selfcare strategies for children as they develop an understanding of privacy.

Staff will support children where needed by asking if children need support in managing to wipe themselves. We ask children if they need help to develop an idea of consent and privacy. Staff will always say before they enter the toilet areas to see if children who have been in the toilet for longer periods need support.

We use the NSPCC guidance on privacy called PANTS to help children to understand about privacy as they develop their independence. <https://www.nspcc.org.uk/keeping-children-safe/support-for-parents/pants-underwear-rule/>

We work in partnership with families and ask for information as children start with us about their special words for toilet and what support they need, but we understand that our toilets are different to bathrooms at home and that many new starters need support as they begin this process.

As children become independent they will often have accidents. We happily support children to get changed during this period. However, once children are demonstrating independence staff do not check underwear as part of any routine, so we ask families who notice that their child needs further support to speak to their key person. This information will be shared during staff meeting times to ensure all children who need support receive it.

The Children's Learning and Development Committee of the Governing Body approved this policy:



Name: Pauline France



Date: 29/11/21