



Intimate Care and Nappy Changing Policy

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1	21.11.2023	Removed DDA updated with Equality Act 2010
2		
3		
4		
5		

Sheringham Nursery School and Children's Centre

INTIMATE CARE AND NAPPY CHANGING POLICY & PROCEDURE

“In impersonal nurseries, anyone and everyone changes nappies, at a time which is convenient to the organisation. Children may be processed across the nappy changing table like tins of beans travelling along the checkout at the supermarket.

Where there is a thoughtful key person system, it will almost always be the key person who changes the child's nappy. The key person will know about how the child likes to be told that a nappy change is needed, and may have special rituals and perhaps a special song for nappy changing time.

A key person changes a nappy in the context of a relationship with the child. If just anyone changes nappies, wipes noses and rocks children to sleep, then there are no special relationships. The care of the children becomes just another task alongside mopping floors and cleaning tables.”

Julian Grenier, Developing positive relations with children (EYFS 2007)

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

Equality Act 2010

Sheringham Nursery School and Children's Centre will ensure that:

- 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.

The child's voice

We will always listen carefully to children:

- We will ask children first to consent to nappy changing or help with their toileting. Examples: 'You need a new nappy, is it OK if I take you for a nappy change?' 'You look like you need some help wiping your bottom, can I help you do that?' 'Can I help you pull down/up your trousers/underwear?'
- If a child does not consent, or if a child becomes distressed, we'll be sensitive and try to find a solution e.g. maybe there is another person the child would prefer to help?
- We are standing in for parents and sometimes that means we might have to use our judgement to over-ride a child's wishes. For example, a child can't go through a whole nursery session with a soiled nappy so it may be necessary for the key person to say something like 'I know you don't want a nappy change. I'll give you a few minutes more to play. Then I have to change your nappy to keep you clean.' When this happens, we should explain this to the parent at pick-up time. In rare occurrences, a key person might judge that the child will be too distressed to manage their emotions. Then, the headteacher or person deputising will call the parent and ask them to change their child, or collect their child.

AIMS

The aims of this policy and protocol 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 Sheringham Nursery School and Children's Centre 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 and Procedures 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 their key person or another 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 when there is a colleague in the room, 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 follow safe working practices.

In the Hygiene Room staff must ensure that the window is 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 one of the Designated Safeguarding Leads.

Working with Parents

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

- Where parents are present, i.e. in the parent and toddler group or 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 Health Care 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 – being toilet-trained

At Sheringham Nursery and Children's Centre we will encourage all our children to achieve continence when they exhibit signs that they are ready.

In addition, key people ensure that nappy changing is relaxed and a time to promote independence in young children.

Protection for Staff

As far as possible, nappy changing procedures will be carried out by the child's Key Person, protection being afforded to the single member of staff in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations as set out in our Health and Safety Policy under Toilet and Nappy Changing.
- Staff will inform the room leader 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 and discussed with the lead for safeguarding immediately
- Risk Assessments will be carried out 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 only change nappies, as part of their training, if they have developed a close and trusting relationship with the child and with the agreement of their supervisor/mentor.
- 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:

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (where cream is used the 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 and spare clothes in case of accidents.
- Wash and dry your hands.
- Put on gloves and an apron. **You should use a new set of gloves and apron for each nappy change.**
- Approach the child and say or sign that it's time for a nappy change. You may need to negotiate (e.g. "OK, I can see you're playing, but we need to change your nappy. We'll do it in 2 minutes"). You should never approach a child from behind, pick them up and take them for a nappy change.
- Place the child on a nappy changing mat or, if using steps, support the child if necessary to climb up the steps.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- 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 a pedal operated bin.
- Put on a clean nappy and apply cream if necessary (see above).
- Take off the gloves and apron and place them in a pedal operated bin.
- Dress the child.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands.

Schools must make reasonable adjustments for pupils who are not yet toilet trained, under the Equality Act 2010. Understand who should change nappies in school, how to work with parents and how to make sure staff are equipped to support these pupils.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf