

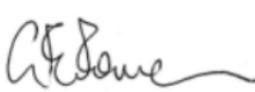
Ditchling (St. Margaret's) CE Primary and Nursery School

Changing and Intimate Care



‘Living life in all its fullness’ John 10:10

Version	Reviewed by	Approved by	Date Approved	Next Review Date
6	ESCC Model	Head/FGB	Oct 2024	Oct 2025


Signed: Chair of Governors


Signed: _Headteacher

Policy statement

We are aware that children from the age of two are at different developmental stages and may still need the use of a nappy. 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.

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.

We understand that accidents may happen when a child starts school and will support children to develop independence. Parents will be informed of any accidents.

We also understand that children with additional needs may need more support with toileting and may have accidents regardless of their age. We will ensure children are cleaned appropriately and are supported in line with their medical/developmental needs/EHCP.

Aims

- To ensure that children in our care are comfortable and happy at all times
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change children
- 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 the inclusion of all
- To ensure children feel safe & secure
- To ensure children are respected and valued as individuals
- To safeguard children's' right to privacy / dignity

Nappy Changing Procedures

- In Nursery, staff should always change children in the nappy-changing area, whilst allowing for privacy, ensuring they are not closed off. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices.
- Prepare the changing mat by cleaning it with antibacterial spray.
- The staff member will put on a pair of disposable gloves.
- Ensure the following items are ready before changing nappy; clean nappy, wipes and nappy cream if required. (N.B. where cream is used the child should have their own named cream and written permission obtained from the parent).
- Approach the child and say or sign that it's time for a nappy change. This helps give children the important message that not just anyone can pick them up, take them off and undress them.
- Support the child on to the nappy mat.

- Staff members will then remove the child's nappy and clean the area, always from front to back using wipes provided by the parents/carers. Ensure the child is clean and comfortable by putting on a clean nappy and a clean set of clothes if required.
- Soiled nappies will be placed into a tie handle bag then placed into the designated nappy bin.
- The staff member must then place the used gloves in the bin provided and wash their hands with liquid antibacterial soap and running water and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the nursery room to continue with their activities / play.
- Cloth nappies and ordinary pants/clothes that have been wet/soiled are rinsed and bagged for parents to take home. Wet/soiled clothes are bagged separately from cloth nappies.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat with antibacterial spray before leaving it to dry.
- Our staff never turn their back on a child or leave them unattended whilst they are on the changing mat.
- We are gentle when changing; we avoid pulling faces and making negative comments about nappy contents.
- We do not make inappropriate comments about children's genitals when changing their nappies.
- In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.
- We have a 'duty of care' towards nursery and school aged children's personal needs; if children are left in wet or soiled nappies/pull ups/clothes at Ditchling St Margaret's, this may constitute neglect and will be a disciplinary matter.

Toilet Training and Older Children Procedures

- Toilet Training will be achieved when the child shows they are ready. This will be achieved through modelling, positive praise, working with parents and having high expectations.
- 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.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- The staff member can support the child according to age and ability to use a potty or toilet, (including bottom wiping) ensure they are comfortable, clean and dry and have washed their hands afterwards.
- Potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.

- When supporting a child that needs to be changed the staff member will approach the child and explain what is going to happen before changing them into some dry clothes.
- Staff should always change school aged children in the toilet, whilst allowing for privacy, but ensuring they are not closed off. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices.
- The staff member will put on a pair of disposable gloves.
- Remove the wet/soiled clothes from the child. If a child is capable of doing so they can help with the removal of any clothing.
- Pants and other clothes that have been wet/soiled are rinsed and bagged for parents to take home.
- Clean the areas on the child that need cleaning. The staff member will talk through with the child what they are about to do so that they are happy and understanding.
- The staff member must then place the used gloves or wipes in the bin liner and double bag before putting in the bin.
- Staff member will wash their hands with antibacterial soap and running water and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to their learning to continue with their activities/play.
- Staff will return to the changing area/toilet and clean the area using the red mop and cleaning liquids provided, as necessary. Area will then either be closed until dry or a wet sign would be placed up.
- We have a 'duty of care' towards school aged children's personal needs; if children are left in wet or soiled nappies/pull ups/clothes at Ditchling St Margaret's, this may constitute neglect and will be a disciplinary matter.

Working with Parents/Carers

We work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed in nursery/school.
- Parents understand that they will be asked to collect their child from Nursery/school if their child shows symptoms of illness or indications of ill health.
- Parents will be asked when their child first starts at the nursery whether or not they have any particular needs or any special words or actions used during their nappy changing procedure.
- Each child's parent supplies nappies, changing wipes, nappy bags, nappy cream and changes of clothes in a named bag, where necessary. If insufficient supplies are supplied an additional charge will be added to the invoice for any Nursery nappies and wipes used.
- Parents must send their child in nappies or protective underwear until they are dry and clean the majority of the time.

- Where parents are present, e.g. during the settling in period, they will be asked to change their child's nappy.
- If a child has any disability or medical need that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- 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.)
- Parents should ensure children are toilet trained before starting Reception.

Safeguarding and Protection for all Staff

As far as possible nappy changing procedures will be carried out by a child's key person, if not, a familiar member of nursery staff. In the case of a school age child toilet accident, an adult who is familiar to them. Protection for that person will be undertaken in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Staff will discreetly inform other key workers/adults that they are taking a child to the toilet to change.
- Each instance of intimate care will be recorded by the adult who completed it. Details recorded will include: - what personal care tasks were carried out - by who - the time and date it was completed. Nursery staff will record incidents electronically on MediTracker.
- If a situation occurs that causes a member of staff concern, a second member of staff will be called and reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's Designated Safeguarding lead (DSL) immediately.
- Staff will be specifically trained in the area of Intimate/Personal care for children with specific needs.