



INTIMATE CARE / CHANGING POLICY

Riverside Pre-school CIO 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. We recognise that there is a need to treat all children with respect when intimate care is given and that no child should be attended in a way that causes distress or pain.

Intimate care is any care that involves washing or touching (such as cleaning up a child after they have soiled themselves) intimate personal areas. The issue of intimate care is a sensitive one and we will always be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control.

We are happy to admit children who are wearing nappies or equivalent. No child will be refused a place at our pre-school because they are wearing nappies. Staff will aim to support parents in assisting their child in moving to the next stage of toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. If a child has a disability or medical needs that affect their personal care routines, we will agree a health care plan with the parents/carers.

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. During the home visit, we will share signs that children are ready for toilet training and give parents/carers information on how we can support this. We will also signpost access to the Enuresis Resource and Information Centre (ERIC) via their website, <https://www.eric.org.uk/Pages/Category/potty-training>, Facebook page and helpline (0808 169 9949).

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained. We will ask parents/carers whether their child uses or responds to any special words or actions or has particular needs during nappy changing. Parents/carers will be advised of any significant observations made during the nappy changing procedure.

We ensure that our staff are aware of the amount of fluids children need to consume and that they are encouraging them to drink at regular intervals throughout the day.

At both Bitterne Park & St Denys

Toilet area:

- Children are supported to use the toilets independently. We encourage all 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
- We encourage children to wash their hands with soap and use the air dryer/paper towels to dry them. They should be allowed the opportunity for some play as they explore the water and the soap
- Antibacterial hand wash liquid or soap should not be used for young children; young skin is quite delicate and antibacterial products kill off certain good bacteria that children need to develop their natural resistance to infection
- We record when children are assisted to wipe their bottom, this is recorded in the intimate care book located in the toilet area
- Each key person is responsible for ensuring that children who require regular visits to the toilet are taken to the toilet at regular intervals. This is also a time to remind younger children about using the toilet. This does not replace any child's individual need

- We store all children’s personal nappies, pull-ups, wipes and changes of clothing in a white, named net sack and hang it in the toilet area
- All soiled clothing is bagged, clearly labelled and kept in the toilet area until the end of the child’s session

Nappy changing area:

- All employed staff hold current enhanced DBS checks and will change nappies/ clothes. There shall be a high awareness of child safeguarding issues
- All key people have a list of personalised changing times for the children in their care who are in ‘nappies’ or ‘pull-ups’ and change nappies according to this schedule, or more frequently where necessary
- There is a safe area to lay young children for nappy changing. Staff will check all children wearing nappies and record in an intimate care book when they have been changed. We have clear guidelines to follow displayed in the nappy changing area
- Staff will never turn their back on a child, or leave them unattended whilst they are on the changing mat at St Denys, or on the changing bed at Bitterne Park
- Staff will not make inappropriate comments about children’s genitals when changing their nappies
- Children are changed in sight of other staff whilst maintaining the child’s dignity and privacy at all times
- Staff are gentle when changing nappies/clothes and no child will be made to feel ashamed or embarrassed by any negative comments, but will be encouraged to use the toilet where and when possible in line with their own individual stage of development
- Staff wear disposable aprons when changing soiled nappies/clothes. Fresh couch roll is put down on the mat/bed for each child. Gloves are not always required for a wet nappy where there is no risk of infection; however, gloves are always available for those staff who choose to wear them. Gloves are always worn for a ‘soiled’ nappy
- All staff are familiar with health, hygiene and safety procedures and carry these out when changing nappies/clothes (including child safeguarding and lifting and moving)
- Staff will change wet or soiled nappies, pull-ups and items of clothing as required
- We encourage young children to normally wear pull-ups, or other types of trainer pants, as soon as they are comfortable with this, and if their parents agree
- We record all nappy changes in our intimate care book and state whether the nappy was wet/soiled
- No parent, helper, student or visitor will be allowed to change soiled nappies/clothes unless they are the child’s primary parent or carer
- Children will be encouraged to wash hands after changing
- At Bitterne Park nappies are safely disposed of in a medical/offensive waste unit, which meets all health and safety guidelines
- At St. Denys, nappies are bagged and given to parents at the end of the day to dispose of
- Cloth nappies, trainer pants and ordinary pants that have been soiled are rinsed and bagged for parents to take home

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.

Child Safeguarding

This policy should be read in conjunction with our *Safeguarding Children, Young People and Vulnerable Adults* policy. If a member of staff has any concerns about a child’s physical presentation e.g. marks, bruises, soreness, it will immediately be reported to our designated safeguarding officer. If a child makes an allegation against a member of staff, all necessary procedures will be followed.

Please talk to a member of staff if you have any questions or concerns.

This policy was adopted at a meeting of Riverside Pre-school CIO held on.....4th November 2020.....

Review date.....November 2021.....

Signed on behalf of the pre-school..........

Role of Signatory.....Co-chair.....

Guidance for Staff when Changing Soiled Clothes/Nappies at Both Bitterne Park and St Denys

Before:

- Reassure child if they are distressed in any way
- Take child to nappy changing area
- Ensure that the appropriate equipment and resources are within easy reach of where the child is being changed
- At Bitterne Park ensure you follow the changing bed guidelines as displayed and that fresh couch roll is put down for each child
- At St Denys lay the mat on the floor and use the white couch roll on top
- Ensure you are wearing an apron if changing a soiled nappy
- Ensure you are wearing disposable gloves if changing a soiled nappy

Girls:

- When cleaning, ensure that the soiled area is cleaned from the front to back passage

Boys:

- When cleaning ensure you do not push the foreskin back

After:

- Ensure children wash their hands thoroughly
- At Bitterne Park, nappies are safely disposed of in a medical/offensive waste unit that meets all health and safety guidelines
- At St. Denys, nappies are bagged and given to parents at the end of the day to dispose of
- Trainer pants and ordinary pants that have been soiled are emptied into the toilet and bagged in a nappy sack for parents to take home
- At Bitterne Park, all soiled items such as aprons and disposable gloves are put in a bag and disposed of in the medical/offensive waste unit
- At St Denys, all soiled items such as aprons, disposable gloves and couch roll are put in a separate bag to send home
- For heavily soiled clothes use a red wash bag that parents can put straight into the washing machine
- Clean the equipment after use with antibacterial spray/wipes ensuring it is ready for the next user – follow manufacturer's instructions
- Wash your hands thoroughly
- Attach a written slip with the date and child's name to the outside of the bagged item/s
- Ensure you record details in the intimate care book (name of child, time, reason for change and your name)
- ALL SOILED CLOTHING BAGS MUST BE RETURNED TO PARENTS ON THE SAME DAY. IF THEY ARE LEFT, THEY MUST BE PROPERLY CLEANED BEFORE RETURNING