

5.11 App1

**BERTIE'S INTIMATE CARE AND NAPPY
CHANGING POLICY**

Aim

At Bertie's Nursery we aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Each child's key carer will change children according to their individual needs and requirements.

We will enable a two-way exchange between parents/carers and key carers so that information is shared about nappy changing and toilet training in a way that suits the parents/carers and meets each child's needs. Parents and carers will be engaged in the process of potty training and supported to continue potty training with their child at home.

In addition to this, some children may have significant medical needs, regular or occasional, and/or significant learning difficulties. Intimate care may involve helping with toileting, nappy changing, washing or the administration of medicine (see policy on Administering Medicines).

Our procedures meet best practice identified by the Health Protection Agency (2011) in 'Best practice advice for nurseries and childcare settings'.

Intimate Care Tasks – Any tasks that involve the dressing and undressing, washing a child's intimate parts, helping use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with Parents/Carers – Staff at Bertie's Nursery work in partnership with parents/carers to provide care appropriate to the needs of the individual child. Parents/Carers are asked to supply the following:

- Nappies (if they are different to those provided at Bertie's Nursery)
- Creams/lotions and wipes (if they are different to those provided at Bertie's Nursery)
- Spare clothes
- Spare underwear

Any requirements need to be discussed with each child's key carer as part of the settling in process.

Nappy Changing

Procedural Points:

We will use appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation and serving areas and children's play areas
- Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded. Disposable towels/roll are placed on top of the changing mat for added protection.
- Clean nappies are stored in a clean, dry place; soiled nappies are placed in a 'nappy sack' or plastic bag before being placed in the bin. Bins are foot-pedal operated, regularly emptied and placed in an appropriate waste collection area. Each child should have their own creams and lotions for any non-prescription cream for skin conditions e.g. Sudocrem. These are supplied by the parent/guardian and must be clearly labelled with the child's name. Prior written permission is obtained from the parent. When applying creams for rashes, a gloved hand is used.

Procedures for Staff:

- Wear a pair of gloves for each nappy change and always wash hands before and after using gloves
- Clean, disinfect and dry mats thoroughly after each nappy change; disposable towels/roll must be discarded after each nappy change
- Ensure all the equipment needed is within reach, as well as access to fresh water, before each nappy change
- Note down the time of the nappy change in the nappy changing log book/software system

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We support all parties through the following actions:

- Promoting consistent and caring relationships through the key carer system in the nursery and ensuring all parents/carers understand how this works and who their child's key carer is
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensuring that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests
- Ensure that the nappy changing area respects the child's dignity, yet allows for the member of staff to be within sight of other staff members, to meet safeguarding standards
- Having a rigorous employment process to ensure all staff undertaking nappy changing have suitable enhanced DBS checks.
- Training all staff in the appropriate methods for nappy changing.
- Ensuring that no child is ever left unattended during the nappy changing time.

- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted; and that students only change nappies with the support and close supervision of a qualified member of staff.
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing.
- Ensuring hygiene procedures are followed appropriately eg hands washed and changing mats cleaned both before and after each use.
- Working closely with parents/carers on all aspects of the child's care and education. This is essential for any intimate care routines which may require specialist training or support. If a child requires specific support, Bertie's Nursery will arrange a meeting with the parent/carer to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.
- Ensuring all staff have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the child protection policy.
- Operating a whistleblowing policy to help staff raise any concerns relating to their peers or managers and helping staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery..
- Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines.
- Conducting regular risk assessments of all aspects of nursery operations including intimate care and reviewing the safeguards in place. Bertie's Nursery has assessed all the risks relating to intimate care routines and has appropriate safeguards in place to ensure the safety of all involved.

Monitoring

This policy will be monitored through observation, to ensure that all members of staff are following the appropriate procedures. There will be supervision meetings and appraisals to identify any areas for development or further training. The nappy changing log book/section on software system will monitor when children are being changed, and this will be checked regularly.

Any parent/carer or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the Head of Bertie's at the earliest opportunity.

This policy (or Handbook) was updated on	Signed on behalf of the School/Nursery	Date for next review
<i>13/02/2020</i>	<i>Heather Fulton</i>	<i>01/03/2021</i>

Overview required by Nursery Committee - date	Policy upload to ISI Portal - date	Policy uploaded to website(s) - date
<i>01/03/2021</i>	<i>n/a</i>	<i>n/a</i>