



Intimate Care and Nappy Changing:

Statement of intent

It is our intention to ensure at Ducklings Childcare Ltd that all children are treated with sensitivity and respect. Our primary concern is to address the needs of all children and to help them achieve their full potential. We work in partnership with parent/carers and encourage and support the involvement and inclusion of individual children. Parent/Carers and Staff are aware that matters concerning intimate care will be dealt with confidentially and sensitively and that every child has the right to privacy and ensure that dignity is maintained at all times.

The Early Years Foundation Stage (EYFS) has a goal of enabling children to, 'manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently' within in the personal, social and emotional area of learning. Staff at Ducklings Childcare Ltd support the children in working towards this goal – appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to support goals within the home.

Definition

Intimate care is any care which involves washing, touching or carrying out a procedure invasive to privacy to intimate personal areas e.g.

- Supporting a child with dressing/undressing.
- Changing a child's nappy.
- Wiping a child who has been to the toilet.
- Cleaning a child who has soiled him/herself, has vomited or feels unwell.
- Providing comfort or support for a distressed child.

Aim

To raise awareness and provide a clear procedure for intimate care that protects the rights and interests of both children and adults.

In order to achieve this, we operate the following Intimate Care Policy:

- It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible.



- All intimate care will be carried out by staff who hold an enhanced DBS disclosure and who have received appropriate training on their induction of how to respect an individual's dignity and privacy.
- All staff are aware of their responsibilities, the relevant policies and procedures in place (including adhering to Safeguarding, Health and Safety and Confidentiality).
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental stages and individual families' religious views around intimate care.
- There is careful communication with each child who needs help with intimate care, in line with their preferred means of communication (verbal/symbolic), to discuss the child's needs and preferences. The child is aware of each procedure carried out and the reasons for it.
- Each child's right to privacy is respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible, one child will be cared for by one adult unless there is a clear need to have two adults present. If this case is the case, the reasons should be clearly documented.
- Parent/Carers will be involved with their child's intimate carer arrangements on a regular basis, a clear account of the agreed arrangements will be recorded on a child's care plan. The needs and wishes of the child and their parent/carers will be carefully considered.
- Ducklings Childcare Ltd recognises its legal obligation to meet the needs of children with delayed personal development in the same way they would meet the individual needs of children with delay in another aspect of their development. We work in partnership with parent/carers on an individual basis to make reasonable adjustments to meet the needs of each child (EYFS 2017 Welfare Requirements).

Nappy Changing Procedures

We work on a key person system ensuring that the child is changed, wherever possible by their key person or significant other. This way the key person and significant other knows the child's likes and dislikes and also the child is changed by a familiar adult. The following nappy changing procedure will be carried out:

- The child will be checked if they need changing.



- The child will be asked if their nappy can be changed so that they understand what is happening.
- An apron and gloves will be worn by the practitioner for hygiene purposes.
- All nappy changing supplies will be readily available before the child is lifted onto the changing mat.
- The nappy will be disposed of in the bin provided.
- The child will be redressed.
- Hands will be washed and a spray used to disinfect the changing mat.
- The time of nappy change will be recorded on the chart.
- Throughout the nappy changing procedure it is important to continue talking or signing with the child as this will make the experience more relaxing and enjoyable.

Potty Training Routine

Once a child is showing an interest in using a potty or the toilet a plan is developed in collaboration with the child's parent/carer.

To ensure consistency between home and nursery the same process should be followed in both environments. However if this is not possible i.e. the child is allowed to walk around with no nappy/trousers on at home, then this will be discussed with the parents and agreement will be reached about how to support the child's needs at nursery appropriately. In addition, practitioners and parents may discuss any tell tale signs that a child may need to go to the toilet (i.e. jiggling or moving into the corner) so these signs can be identified more easily whilst at nursery.

Once a plan is in place the child's key worker will record any information on the daily sheets and report back to the parents/carers at the end of each day. If further plans are made these are also recorded to ensure all staff understand the current stage each child is at in their potty training process.

Practitioners remain positive at all times and re-assure the child if they have a toileting accident. The child is asked sensitive questions to try and understand if there is a reason why the accident occurred so, if possible, it can be avoided in future. This is also recorded on the daily sheet.



If parents/carers offer rewards at home the same can be done in the Nursery, however rewards will be in the form of stickers or stamps and not food based rewards (see healthy eating policy).

When changing a child who has had an accident, practitioners must wear gloves and an apron. Items of soiled clothing should be rinsed in the sluice located in the baby room and placed in two nappy bags and the child's name added to the outside. This should be placed in the child's bag ready to be taken home. All areas where the child's soiled clothing has come into contact or where the child had the accident must be cleaned thoroughly with anti bacterial spray.

Children should be encouraged to re-dress themselves to help promote independence. No child will be left unclothed for a period of time.

General Toileting Guidance

Children's individual cultural and religious values will be respected at all times.

Children will be encouraged to ask to go to the toilet and will be taken immediately upon asking. Although children will not be left unattended whilst in the toilet area, they are encouraged to close the cubicle door if they choose to do so.

When they have finished they will be encouraged to clean themselves, flush the toilet and wash/dry hands thoroughly afterwards. If necessary staff will assist the child in cleaning themselves, check the cubicle after use, leave the toilets/changing room clean and tidy and escort the child back into their room.

The protection of children

If a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises, soreness etc. She/he will immediately report concerns to the designated safeguarding officer(s), who will follow the procedures that are stated in the Safeguarding policy.

If any Parent/Carer or a member of staff has concerns or questions about intimate care procedures or a child's individual needs please discuss with the nursery manager at the earliest possible convenience.

Ducklings Childcare Ltd operates a Whistle-blowing Policy as a means for staff to raise concerns relating to their colleagues. The nursery manager supports this by ensuring staff feel confident in raising concerns as they arise in order to safeguard the children at the nursery.



If an allegation is made against a member of staff, the nursery will follow the procedures outlined in the Safeguarding policy.

The protection of staff

Members of staff have regard to the danger of allegations being made against them and take precautions to avoid the risk, by:

Verbally informing another member of staff the necessary action they intend to take.

If a child expresses dislike of a certain member of staff carrying out his/her intimate care, staff and our designated Safeguarding Officer will try and find out the reason for this and will try to resolve this by having strategies in place.

Being aware of and responsive to the child's reaction.

Support to families

The nursery takes every step in its power to build up a trusting and supportive relation among families, staff and volunteers. We support and work with children's families with the provision that the care and safety of the child are shared with the child's parent/carers who have parental responsibility for the child.

The following are used as a framework for this policy:

- The Children Act 2006
- Protection of Children Act 1999
- Human Rights Act 1989
- United Nations Convention on the Rights of the Child.
- Environmental Protection Act 1990
- Care Standards Act 2000
- Safeguarding Vulnerable Groups Act 2006
- EYFS – Safeguarding & Promoting Children's Welfare, Suitable People 2017