

SECTION NAPPY CHANGING, TOILET & INTIMATE CARE.

No child is excluded from participating in our provision who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. Springwood works with parents towards toilet training and will suggest or encourage it, 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 have children size toilet and adult size toilets, including sinks and for those children who are toilet trained we take every safety measure so they can use toilet facilities independently and with confidence. Springwood supply additional toilet seats and steps.

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.

Procedures

Usually the key persons or the buddy, undertake changing young children in their key groups. In the event of absence of the two above persons, it will be the person with whom child is feeling most comfortable and understand child needs.

- Changing areas are tried to keep warm and there are safe areas to lay young children if they need to be changed.
- Each young child has their own bag to hand with their nappies or 'pull ups' nappy sacks, cream (parents sign permission for the cream to be used on the child) and wipes.
- Gloves are put on before changing starts and the areas are prepared. Gloves are change for every child.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies and using appropriate equipment.
- The changing mat is cleaned down with antibacterial spray and dried off ready for the next user.
- The changing mat is usually placed on the floor level or we may use changing unit (flat surface). The mat will not be placed on e.g boxes, buggies, sofas, or tables.
- Children will be changed while lying down or standing. Parents must inform staff about any preference or physical difficulties we need to be aware of.
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children (children are encouraged to dress them self, etc.).
- Young children are encouraged to take an interest in using the toilet (when appropriate and with verbal consent from parents/carers); they may just want to sit on it and talk to a friend who is also using the toilet.
- They should be encouraged to wash their hands and have soap and hand towels or hand dryer to hand. They should be allowed time for some play as they explore the water and the soap.
- Anti-bacterial hand wash liquid is used for all children (unless parents/carers have expressed concern over sensitive skin or allergies).
- Key persons are gentle when changing and assisting with toilet care.
- After any nappy change, a note is made on the daily sheet for the parents/carers for children 0-2years old.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and 'pull ups' are disposed of hygienically. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home. In some circumstance and if parent does not want the soiled nappy home, they will be disposed off.
- If young children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter. We have a 'duty of care' towards children's personal needs.

- If young children are left in wet or soiled nappies/pull ups by parents/carers this may constitute neglect and advice from social service will be sought.
- We communicate with parents/carers about any additional needs e.g. setting may advice to use different cream or use it more often.
- All toilets are closed for the public.
- Parents may use adult toilet but it is not encouraged. If parent must change own child they always will be supervised by member of staff.
- No Visitors or other third party must accompany a child/children to the toilet. It must be a member of Springwood.
- Toilet care, nappy changing, and intimate care is the only time when our practitioners could be in one-to-one situation with the child or children; practitioner must not lock the inner door of the toilets cubicles not main toilet door while toilet care for the child.
- Toilet and/or changing areas are Risk Assess.
- No Child is left alone at any point while in nappy changing area, especially if they are on the mat already.
- Practitioners must be organised while changing children (nappy or wet clothes) and under no circumstances will they left the child unsupervised. Reaching for items where you lose eye contact with the child's eyes (you can turn no more than 35⁰degree in any direction), longer conversations with other staff or children are forbidden, however they will ask for help if needed or will alert other members if there is safeguarding or well-being concern, etc.
- Intimate care when a child is being changed due to a wet clothes or when they need assistance with an injury, must be done with the same sensitive approach. We will encourage independency where possible and all above must be adhere to.
- Where there are indications or suspected safeguarding concerns, member of staff will immediately stop the intimate care and call for assistance. Any safeguarding concerns must be witnessed by two members of staff, including senior or safeguarding lead if possible. Where safeguarding concerns or any bruising or injuries need to be looked e.g. child fell, or child say is in pain, child may want to show us something, than for the purpose of the first aid treatment we will help and assist. Child's private intimate areas will never be examine by us (the ambulance, police and/or social service will be called). Where medical reason is suspected we will speak to the parents and advice doctor consultations. We may insist on doctor visit or letter confirming the child is in good health.