



# Intimate Care

(Including potty, toilet and nappy changing)

## Policy

Dunscore Pre-school Centre recognises that children reach developmental milestones at varying chronological ages. All children will therefore be welcomed within the centre regardless of their progress towards being fully toilet trained. We view toilet training as a self-care skill that children can learn with the full support and non-judgemental concern of staff. This guidance is also relevant when attending to a child who requires a change of clothing.

### Staff Responsibilities

Staff will ensure children feel safe and secure throughout the activity and that they are respected and valued as individuals. Children have a right to privacy and dignity when their needs are being met and staff will ensure this is maintained at all times. The quality of the child's experience is paramount during this time. We recognise that nappy changing should be a nurturing experience and can play an important part of in the process of building a positive relationship between the adult and child.

Staff will make eye contact with the child, communicate with the child and offer praise and encouragement throughout the experience. All staff will ensure that nappies are changed regularly throughout the day and promptly after soiling. A record will be kept within the child's folder of changing times and any observations such as nappy rash or loose movements etc. This information will be shared with the parent when the child is collected. All staff involved in these procedures will have a full disclosure check as part of the Protection of Vulnerable Groups (PVG) scheme.

### The changing area and equipment

Children will be changed in the toilet area, ensuring it is warm, well ventilated and with privacy for the child. This has access to appropriate temperature running water and has surfaces which can be easily wiped down and disinfected. A clean, intact, wipeable changing mat placed on the floor will be used. This changing area is separate from the playroom and away from food preparation areas.

### Procedures

The safety of children is paramount, and no child will be left unsupervised whilst being changed. Staff involved in nappy changing should wash and dry their hands thoroughly before starting changing procedures and should wear disposable gloves and apron which should be changed between attending to each child. Water based wipes or non-antibacterial soap from a hands-free dispenser, water and disposable cloths should be used to clean the child, always wiping from front to back. Parents may prefer to supply their own choice of wipes. Older babies and young children will be encouraged to wash their hands to help establish good hygiene habits. After changing, the child will be dressed and returned to the playroom. Where children are participating in potty training, one of the children's toilets will be used to allow privacy and ease of emptying potties. This way children will become familiar with the toileting area developing confidence and familiarity with the environment. Children should be given the opportunity to use the toilet independently or be given assistance as required. All children will be encouraged to adopt good personal hygiene habits.

Full details of the procedures from Infection Prevention and Control in Childcare settings: September 2015 Appendix 8 are provided in the staff handbook for guidance.

### Storage and Disposal

Each child's supply of clean nappies and any creams etc. will be stored in a separately clearly labelled with the child's name and easily accessible to the changing area. These items will be kept solely for the individual child's use and the carer should be informed when supplies need to be topped up.

Used nappies will be securely sealed in a labelled nappy sack and placed in a lidded pedal bin designated for the purpose. These will be removed by parents at the end of each session. A separate bin will be provided for the disposal of paper towels. If a child's clothes have been soiled or where reusable nappies are used any solid waste should be flushed down the

toilet. Soiled items will be bagged and labelled before storing in the designated area away from clean items for collection by the parent. The member of staff should ensure that the changing mat/unit and any touched surfaces are left clean with non-antibacterial surface cleaner or detergent and water.

Where potties are used they should be carefully cleaned and the sink thoroughly disinfected prior to use for hand washing. They should be cleaned using a non-anti-bacterial cleaner or detergent and water. They should be stored upside down, but not stacked, and out of reach of children.

Finally, staff should remove their protective gloves and apron disposing of them appropriately and wash and dry hands thoroughly once more.

The changing area should be inspected regularly for cleanliness and supplies, and checks made to ensure the appropriate records are being maintained and parents kept informed. To aid the consistent implementation of this policy the steps to be followed when nappy changing will be displayed within the changing area. and also within the playroom for parental information.