**Birchfield Nursery School**

**Intimate Care Policy**

At Birchfield Nursery School we aim to develop independence in each child. Some of our children require support with self-care issues such as toileting, nappy/pull up changing, changing clothes, washing, first aid and medication. It is sometimes necessary to supervise a child involved in independent intimate self-care.

Our intimate care policy has been developed with the intention of safeguarding children and staff and ensuring the best possible experience for each child. We always endeavour to preserve each child’s dignity and provide them with high levels of privacy, choice and control. Children requiring intimate care will be treated respectfully at all times.

**Aims**

* For all children to be safe, and to feel safe and to be treated with respect and sensitivity
* For children’s personal needs to be met when necessary and for them to be able to develop self-control and confidence in dealing with their own personal needs when appropriate to maintain high standards of health and safety
* For all staff to maintain a professional approach when meeting children’s needs
* For all intimate care procedures to be carried out in a relaxed manner which makes the child feel as comfortable as possible
* To prevent the spread of infection by providing all staff with clear procedures for changing

**Approach**

**Children’s Toilet Area**

The children’s toilet is accessible to all children throughout the day and monitored regularly. The toilet is in sight and earshot of staff in accordance with EYFS guidance. Children will be changed using an appropriate changing table in the toilet area with the door left open. Children bring in a change of clothing including underwear and socks in their bags daily. Spare clothing is kept in the white cupboard in the children’s toilets. Disposable gloves, nappy sacks, bin bags, sensitive wipes are all kept in the changing cupboard.

*Children who are in nursery for 3-hour sessions should arrive in nursery in fresh nappies and will be changed if uncomfortable or soiled. Full day children will be changed at least during lunch break and if soiled/uncomfortable.*

**Safeguarding Procedures:**

* Any staff member changing a child’s nappy/clothing should always inform a colleague.
* All children will be encouraged to use self-care skills i.e. removing clothing, wiping themselves (appropriate to age and development).
* Nursery staff recognise that children should be treated with privacy, dignity and respect always however to protect themselves and their own vulnerability should always inform a colleague when carrying out intimate care procedures.
* Newly appointed staff will be supervised by a member of staff whilst attending to intimate or personal care.

Whilst carrying out toileting/nappy changing, or personal care nursery staff should report any unusual behaviour / incident as soon as possible:

1) The child is sore/usually tender in the genital area

2) Usual marks or bruising

3) The child has a very strong emotional reaction (shouts/cries)

4) The child misunderstands or misinterprets something

5) The child is accidentally hurt the staff member will be required to record this on

CPOMS.

**The Nappy Changing and Toileting procedure:**

* Prepare the area by checking that the changing area is clean.
* Gather changing items including nappies, wipes, barrier cream, if necessary,

spare clothes if necessary and nappy sacks.

* Staff should remove watches, bracelets, raised rings
* Put on a plastic apron and gloves.

**Changing the child N.B Never leave a child unaccompanied on a changing mat.**

* Lift the child onto the changing mat or support the child to walk/climb up to the

area if appropriate.

* Remove the child’s nappy or soiled underwear.
* Wash and dry the child with wipes. Always wipe the genital area from front to

back.

* Apply any barrier cream if necessary. (Prior consent is required).
* *If the child is toilet training offer them the choice of a potty or toilet. If they*

*would like to use this lift or support the child off the changing mat/unit and*

*support and encourage them in their use of the potty/toilet.*

* Put a clean nappy/underwear on the child and refasten their clothing. If clothes

are soiled change and double bag in nappy sacks.

* Lift or support the child off the changing mat/unit if they have not used the

toilet/potty.

**Promote good hygiene**

* Dispose of the used nappy in the provided bin or for re-usable nappies and soiled

clothing rinse and double bag in nappy sacks. Return all clothing, nappies and

resources to appropriate locations.

* Clean the changing area with provided cleaning materials and potty if used.
* Wash hands with warm water and soap. Dry with a paper towel.
* Wash the child’s hands or support the child to do so independently.

**Monitoring, documenting, communicating**

* If any marks, rashes or unusual bowel movements have been witnessed these

will be reported accordingly to policies and procedures.

* Nursery staff will document the time of the nappy change and whether the

child’s nappy was wet, soiled or dry on the nappy change records on the

child’s individual daily sheet. For children in pants or pull-ups record toileting

times.

* There should be interaction throughout the changing process e.g. through

gestures, conversation and songs.

* Staff may use distractions like a toy to support the child if worried or upset. This
* will be fed back to the Parent/Carer on collection.
* The implementation of this procedure will be monitored by all team members

and supervisory staff. All team members have a duty of care to report any witnessed or suspected breaches of policy and procedure.

* Staff to complete the changing letter, and put it into the child’s bag to be sent home that day.

**Supporting toilet training**

The following things should be considered:

* The child must be confident with the staff and well settled in the nursery.
* Toilet training is a joint effort and must be accompanied by lots of

communication between staff and parent/carers.

* The first stage of toilet training is to recognise the signs that the child is ready.
* Practitioners recognise when children become aware that they are wet or soiled

and they share this information with parent/carer and record their observation.

* Children are given access to the toilet and potties with practitioner’s supervision.
* Children are encouraged to use the toilet/potty and may just want to sit at first.
* The nursery recognises that some children may need to be reminded at times to

go to the toilet i.e. new to toileting, distracted during play.

* The staff will never insist a child uses the toilet or potty but will concentrate on

praising and rewarding success.

* The nursery will need a good supply of underwear, trousers/shirts/dresses/shorts

and socks preferably easy to remove (preferably no dungarees or trousers with

zips and buttons). If we do dress your child in nursery spare clothes we would

appreciate the clothes to be washed and returned as soon as possible.

* The staff will need to know any special words the child uses to express the need

for the toilet.

* It is not unusual for children to regress after a while and have a few accidents. If

this does happen the staff will carry on encouraging and praising for the times

they are using the potty/toilet.

* The nursery would prefer that personal potties remain at home.
* If the child is not progressing well then, the Key Person will discuss with the

parent/carers to wait a few weeks by going back to nappies. False starts are very

common.

* Staff will record on the daily sheets located in the toilet and on information board in the room once toilet training starts