

Waltham Preschool Nappy Changing, Toileting and Intimate Care Policy

'Intimate care' means doing tasks involving close personal contact that someone can't do independently. This includes changing nappies and helping a child use the toilet. Providing intimate care **counts as a reasonable adjustment** for children who are not toilet trained, not able to use a toilet independently, or need other help with intimate tasks. This is because failing to do so would infringe upon those children's rights to access education due to a disability, under the [Equality Act 2010](#).

No child is excluded from our Preschool for the reason of not yet being toilet trained nor for still wearing nappies or the equivalent. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time. This policy is linked to health and safety, hygiene, inclusion, safeguarding and medicines policies.

Preschool fees do not include nappies, creams and wipes. Parents are asked beforehand to provide enough nappies, creams and wipes for each session that their child attends. The children's nappies will be kept in named bags.

Nappies are checked regularly and are also changed throughout the sessions as required.

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. All children are free to go to the toilet at any time during the session and adult help or supervision is there if needed. A non-slip step will be available in the toilet area and toilets are of an appropriate size for the age range. Staff will be working with parents towards training children when they are ready. In order to ensure high standards of care and safety the following guidelines will be followed:

- Only persons with a suitable disclosure and barring services (DBS) clearance will be allowed to change or toilet children.
- All members of staff will inform another member of staff in the setting prior to taking a child to be changed or to use the toilet.
- Key persons have a list of children's toileting needs and preferred procedures.
- The changing area is warm and safe.
- Staff will take the child's bag along to the nappy changing area, to ensure they have everything to hand when changing children's soiled nappies or equivalent.
- Gloves and PVC aprons are worn by staff for dealing with nappies and any bodily fluids, including clearing up vomit or dealing with blood. This is for staff's own protection as well as for the children. Gloves and aprons must be disposed of in the bins provided after each individual use.
- The changing mat is wiped with antibacterial after each change.
- All staff members are familiar with the hygiene procedures and carry these out when changing nappies.

- Staff will ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet.
- Children are encouraged to wash their hands and have soap and paper towels to hand.
- Children MUST NEVER be left unattended on the changing station.
- Staff are gentle when changing; they avoid pulling faces or making comments about “nappy contents”.
- Nappies or pull-ups are disposed of in a tied nappy bag that is then placed into the bin and emptied at the end of the day.
- Any clothing that has been soiled will be bagged for the parents to take home. If young children are left in wet or soiled nappies/clothes whilst in the setting, this may constitute neglect and will be a disciplinary matter. We have “a duty of care” towards children’s personal needs.

Potty-training / Seat Procedure

Staff will:

- Always make sure they have everything needed before starting.
- Always make sure child is not allergic to any products.
- Always wear disposable gloves and apron provided when nappy changing.
- Be aware of child’s independence skills.
- Wipe down potty with anti-bacterial spray and place on floor.
- Talk with child if appropriate, respect child’s dignity and modesty.
- Flush contents down the toilet.
- Always spray the potty/seat with the anti-bacterial spray when finished and wipe dry with paper towel.
- Always discard the disposable gloves and apron in the designated bins when finished.
- Always wash hands using the anti-bacterial soap provided; encourage child to wash hands so that good hygiene practices are started.
- Potty training should be a ‘fun time’ for the child, never stressful, and children will never be reprimanded for having ‘accidents’ at any time.

Intimate Care

At Waltham Preschool we believe that all children need contact with familiar consistent carers to ensure they grow and develop socially and emotionally. At times, children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to meet the basic needs of children. This includes nappy changing, supporting children with toileting, changing clothes and giving first aid treatment and specialist medical support, when required.

We wish to ensure the safety and welfare of the children during intimate contact routines and safeguard them 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 aim to support all parties through the following action:

- Promoting consistent and caring relationships through the key person system and ensuring all parents understand how it works. [Information is on our website here](#)
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks.
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, e.g. first aid training, specialist medical support.
- Conducting inductions for all new staff to ensure they are fully aware of all Preschool's procedures relating to intimate care routines.
- Ensuring children are afforded privacy during intimate care routines whilst balancing this with the need to safeguard children and staff. No nappies will be changed or intimate routines will take place behind closed doors.
- Following up procedures through meetings and appraisals to identify any areas of development required.
- Ensuring all staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying symptoms of abuse and how to raise concerns as set out in the safeguarding policy [found here](#) .
- Operating a whistleblowing policy to help staff raise concerns about their peers or manager and helping staff develop confidence in raising worries as they arise to safeguard the children in the Preschool.
- Conducting regular risk assessments on all aspects of the Preschool operation including intimate care and reviewing safeguards in place.

The Preschool has assessed all the risk relating to intimate care routines and has placed appropriate safeguards in places; if a parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see the manager at the earliest opportunity.

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

All procedures relating to intimate care and nappy changing, will be reviewed by Senior Leaders and the governor advocate for Early Years at Waltham-on-the-Wolds CE Primary School.

S. Morris
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