



Intimate Care (Including Toileting & Nappy Changing) Policy

Policy statement

Little Elms believes that all children need contact with familiar, consistent carers to ensure they can grow and develop. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to meet children's basic needs.

What is Intimate Care?

An intimate care routine includes, but is not limited to:

- Nappy changing
- Supporting children with toileting
- Changing clothes
- Giving first aid treatment
- Providing specialist medical support, where required

In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis, wherever possible, by the child's key person with the exception of first aid treatment which must be carried out by a qualified first aider.

Key Messages

We aim to ensure the safety and welfare of children during intimate care 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 actions:

- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks and a full and satisfactory Safer Recruitment Process
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support
- Ensuring children are afforded privacy during intimate care routines whilst balancing this with the need to safeguard children and staff.
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines
- Following up procedures through supervision meetings to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensuring all staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the Child Protection Policy.

- Operating a Whistle Blowing Policy to help staff raise any concerns about their peers or managers; and helping staff develop confidence in raising worries as they arise in order to safeguard the children in the nursery
- Conducting regular risk assessments on all aspects of the nursery operation including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

Nappy Changing

We will enable a two-way exchange between parents and key persons so that information is shared about nappy changing in a way that suits the parents and meets the child's needs.

How Often?

The nursery operates the following rule for nappy changes at nursery:

- Check nappies every 2 hours – if dry, offer a drink and check back as below
- Change nappies every 3 hours – every child should have a nappy change at nursery minimally every 3 hours

Facilities

We use appropriate designated facilities for nappy changing which meet the following criteria:

1. Facilities are separate to food preparation and serving areas and children's play areas
2. Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded.
3. Clean nappies are stored in a clean dry place; soiled nappies are placed in a 'nappy sack' or plastic bag before being placed in the bin. Bins are foot-pedal operated, regularly emptied and placed in an appropriate waste collection area.
4. Each child may have their own creams and lotions for any non-prescription cream for skin conditions e.g. Sudocrem. These are supplied by the parent/guardian and must be clearly labelled with the child's name. When applying creams for rashes, a gloved hand is used.

Procedure

Staff changing nappies will:

- Nappy changes are usually carried out by the child's key person, as much as possible and wherever reasonably practical.
- Use a new disposable apron and pair of gloves for each nappy change and always wash hands before and after using gloves
- Clean disinfect and dry mats thoroughly after each nappy change; disposable towels/roll must be discarded after each nappy change
- Ensure they have all the equipment they need and access to fresh water before each nappy change
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the nappy change
- Ensuring that no child is ever left unattended during the nappy changing time
- Be alert to any possible child protection concerns and report in line with the company Child Protection Policy
- Ensure no nappy change is undertaken behind closed doors, and that another staff member is always nearby during any nappy change

- Record each nappy check and change on the Nappy Change Chart

Nappy Change Chart

All nappy checks and changes must be recorded on the Nappy Change Chart. The comments section should be used to document and application of non-prescription cream (sudocrem for example), if a child has nappy rash etc.

The comments section should not be used to document any possible child protection concerns. This must be recorded separately following the Child Protection Policy.

Toileting

Toilet / Potty training can be a very daunting time for a child and it is important that nursery practitioners are attuned to this in order to be able to best support the child, and the parents with this significant change and milestone.

Using a toilet / potty is a new skill for your child to learn. It's best to take it slowly and go at the child's pace. Being patient with them will help them get it right.

Little Elms nurseries are set up to have low level toilets to enable children to be able to access them as independently as possible. We will also provide a potty as consistency is key and it may be more appropriate for a child to use a potty at nursery if this is how they are training at home.

Children are able to control their bladder and bowels when they're physically ready and when they want to be dry and clean. Every child is different, and there is no 'one size fits all' when it comes to toilet training.

Bear in mind that most children can control their bowels before their bladder.

The following information is by the NHS and gives insight into the general 'norms' when it comes to bladder and bowel control:

- by age 1, most babies have stopped doing poos at night
- by age 2, some children will be dry during the day, but this is still quite early
- by age 3, 9 out of 10 children are dry most days – even then, all children have the odd accident, especially when they're excited, upset or absorbed in something else
- by age 4, most children are reliably dry during the day

When is the right time for toilet training?

It is really difficult to establish when a child is ready to begin toilet training and will be completely individual to each child.

The following are some core signs that children are beginning to develop bladder control which may indicate they are ready to start toilet training:

- they know when they've got a wet or dirty nappy
- they get to know when they're peeing and may tell you they're doing it
- the gap between wetting is at least an hour (if it's less, toilet training may fail)
- they show they need to pee by fidgeting or going somewhere quiet or hidden
- they know when they need to pee and may say so in advance

Potty training is usually fastest if a child is at the last stage before training.



Little Elms Approach to Toilet/Potty Training

Little Elms will always work in partnership with parents during this milestone and actively engage parents when practitioner observe signs that a child may be ready to begin this process.

Practitioners will:

- Keep communication open with parents – sharing successes
- Offer praise when there are successes
- Never shame, or show distain to a child if and when any accidents occur
- Set regular reminders for children to go to the toilet when they are training. Nursery can be a very busy environment and it is easy for children to become distracted which may result in accidents.
- Record any accidents of a Toileting / Potty Record

Parents will:

- Provide lots of changes of clothes for their child – dependant on the stage of training
- Keep communication open with the key person
- Agree with the nursery practitioner to right approach to meet their child’s individual needs

Associated Documents:

- *Nappy Change Chart*
- *Toileting / Potty Record*
- *Key Person Policy*