# INTIMATE CARE/NAPPY CHANGING POLICY

At Stepping Stones, we aim to meet the individual needs of all our children and promote their welfare and emotional well-being. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity and respect at all times.

**Intimate Care**

Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other additional needs. Where a child has intimate care needs, a qualified member of staff takes responsibility to provide their care. We address issues on an individual basis. Due to the developmental stages of the children that we work with, we support them with their personal care, for example reminding the children to go to the toilet and about personal hygiene. This supports their understanding of self-care routines as well as developing their independence.

**Implementation**

Staff training

* All staff are knowledgeable about intimate care/personal care.
* They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection and Safeguarding, Health and Safety and Confidentiality).
* The designated employed adult is trained; PVG checked and has received training for very specific intimate care procedures where relevant.
* During their induction period staff are supervised and supported when carrying out self-care, only staff members who have provided satisfactory references and have a clear PVG check can carry out such self -care routines.
* Key Persons follow each child’s care plan in agreement with parent/carers and they undertake their duties in a professional manner at all times.
* They are fully aware of best practice including hygiene.

Intimate care / personal care plan

* If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child’s needs and devise an agreed intimate / personal care plan.
* Relevant health personnel are involved if needed.
* We monitor and review the plan on a regular basis and access any further training as and when it is required.

Practice

* The designated practitioner who provides the care (in most cases: the child’s key person) forms a strong, trusting relationship with the child.
* They ensure that it is a positive experience that is safe and comfortable for all.
* Whilst the child is having their needs met, it is treated as a time to interact and promote their personal, social and emotional development.
* Each child; age and developmentally appropriate is encouraged to undertake as much of the procedure for themselves as possible, including washing hands, dressing/undressing, hygiene and toileting.
* The children’s toilet areas and nappy changing facilities/areas are used to attend to children’s needs and every effort is made to ensure privacy and modesty.
* Most procedures are carried out by one member of staff. However, careful consideration is given to the child’s individual circumstances/needs to determine how many practitioners might need to be present when a child needs help with intimate care.
* If a child is unhappy or anxious about the care being provided, the issue will be addressed and discussed with parents/carers to ensure that we continually meet a child’s needs.

Working with parents

* We work closely with parents/carers forming partnerships to identify and ensure we meet each child’s needs, reviewing these regularly through the key person system in place at nursery.
* Cultural and religious values are respected when planning and we seek to engage in regular communication with parents, and monitor and review the plan together.
* No child will be excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still require nappies or something similar.

Hygienic nappy changing practice and effective decontamination of equipment and the environment is essential to reduce the risks of transmitting infection from person to person (See infection Control Policy).

**Protection for staff**

* Staff will be trained in good working practices which comply with Health and Safety regulations
* Staff will inform the room leader/another member of staff discreetly that they are taking the child to carry out a care procedure.
* If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to the manager and recorded
* Where staff are concerned about a child’s actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the lead for safeguarding immediately
* Risk Assessments will be carried out for Toileting and Nappy Changing procedures
* Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedures for safe moving and handling

Stepping Stones works to ensure that the nappy changing experience be a relaxed, happy and social routine that provides valuable opportunities for interactions between staff and children on an individual basis, promoting positive interactions while also supporting positive learning experiences.

**This policy was written taking the following into consideration:**

Nappy changing facilities for early learning and childcare services: information to support improvement (2018)

<https://www.careinspectorate.com/images/documents/4404/Nappy%20changing%20guidance%20for%20early%20years%20and%20childcare%20services.pdf>

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| UNCRC | 3, 12, 19, 23, 24, 34 |
| Health and Social Care Standards | 1.0, 1.4, 4.11, 5.4 |

As a staff team we are committed to reviewing and updating our policies annually

This policy was last reviewed on 21/12/2022

Signed: Mo King (Manager)