



## LITTLE FIRS DAY NURSERY



### 57. Respectful Intimate Care Policy and Nappy Changing Policy and Procedure.

At Little Firs we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. Children need to feel safe, secure, and happy so we expect nursery staff to be responsive to children's needs, whilst maintaining professionalism. We accept that children need to be cuddled, encouraged, held, and offered physical reassurance, and ensure intimate care routines are undertaken with respect.

Intimate care routines may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required. To maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis and, wherever possible, by the child's key person. First aid treatment will be carried out by a all staff as they are all qualified paediatric first aiders.

To promote good practice and to minimise the risk of allegations we have the following guidelines to ensure staff are fully supported and able to perform their duties safely and confidently.

#### **Management**

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works.
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks.
- Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures and arrange specialist training where required, i.e. paediatric first aid training, specialist medical support
- Follow up procedures through supervision meetings and appraisals to identify any areas for development or further training.
- Ensure all staff have an up-to-date understanding of the Safeguarding children and child protection policy, including how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise concerns.
- Operate a Whistleblowing policy to help staff raise any concerns about their peers or managers and help staff develop confidence in raising worries as they arise to safeguard the children in the nursery.
- Conduct working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff including intimate care routines.
- Conduct regular risk assessments on all aspects of the nursery operation, including intimate care, and review the safeguards in place. The nursery assesses all the risks relating to intimate care routines and uses appropriate safeguards to ensure the safety of all involved.

#### **Environment**

- Leave the doors open when changing children's nappies, soiled or wet clothing, or other intimate routines, whilst maintaining their dignity

- Ensure children are afforded privacy during intimate care routines whilst balancing this with the need to safeguard children and staff.

### **Parents**

- Work closely with parents on all aspects of the child's care and education as laid out in the Parents as Partners Policy. 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

### **Relationships**

- Although we recognise it is appropriate to cuddle children, we give cuddles only when sought by children needing comfort to support their emotional development. Staff are advised to do this in view of other children and practitioners, whenever possible. We recognise that there may be occasions where it is appropriate for this to happen away from others, such as when a child is ill. In these circumstances, staff are advised to leave the door open. It is the duty of all staff and the manager to ensure that children are appropriately comforted and to monitor practice.
- We discourage inappropriate behaviour such as over tickling, over boisterous play or inappropriate questions such as asking children to say they love a staff member and we advise staff to report any such observed practice
- Staff are respectful of each other and the children and families in the nursery and do not use inappropriate language or behaviour, including during breaks.

If a parent or member of staff has concerns or questions about intimate care procedures or individual routines, practice procedures or behaviour they consider as inappropriate, including between staff members, they are urged to see the manager at the earliest opportunity.

Management will challenge inappropriate behaviour in line with the Supervisions Policy, Disciplinary Procedure or Whistleblowing Policy.

### **Nappy Changing.**

At **Little Firs** we support children's care and welfare daily in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Wherever possible, each child's key person will change nappies according to the child's individual needs and requirements.

We ensure the safety and welfare of the children whilst being changed and safeguard 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 and ensuring all parents understand how this works and who is caring for their child.
- 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 change
- Ensuring that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests.
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks

- Training all staff in the appropriate methods for nappy changing
- Ensuring that no child is ever left unattended during the nappy changing time
- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted and that students only change nappies with the support and close supervision of a qualified member of staff
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing
- Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education as laid out in the Parents as partners policy. This is essential for any intimate care routines which may 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 child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the Safeguarding children and child protection policy
- Balancing the right for privacy for the children with the need for safeguarding children and adults by making sure intimate care routines do not take place behind closed doors
- Cameras, tablets and mobile phones are not permitted within toilet and intimate care areas
- Operating a Whistleblowing policy to help staff raise any concerns relating to their peers or managers and helping staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery
- Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines
- Conducting regular risk assessments of all aspects of nursery operations 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.
- When developmentally appropriate, we work closely with parents to sensitively support toilet training in a way that suits the individual needs of the child and ensures consistency between home and nursery.
- If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the manager at the earliest opportunity.
- We enable a two-way exchange between parents and key persons so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs.
- Our procedure meets best practice identified by the UK Health Security Agency's *Infection prevention and control* document<sup>1</sup>.

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<sup>1</sup> <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

## **PROCEDURE FOR NAPPY CHANGING**

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

- Facilities are separate to food preparation, serving areas and children's play areas.
- 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. Disposable towels or paper roll are placed on top of the changing mat for added protection.
- Clean nappies are stored in a clean dry place; soiled nappies are placed in the nappy sack before being placed in the nappy bin. Nappy bins are regularly emptied and at the end of the day emptied into an appropriate waste bin.
- We ask that where any non-prescribed creams are needed e.g. Sudocrem that these are supplied by the parent and clearly labelled with the child's name. Prior written permission is obtained from the parent. When applying creams for rashes, a gloved hand is used.
- A child's nappy must be changed promptly when wet or soiled. Staff must wear disposable gloves on both hands and a disposable apron for all nappy changes and a new set of gloves and apron for each child.

## **CHILDREN MUST NEVER BE LEFT ON A CHANGING MAT UNATTENDED**

During the nappy changing procedure staff must interact with the child, either singing or talking to them

- Staff must make sure they are organised before they start- ensuring they have a clean nappy, wipes and any other supplies before changing the child.
- The door must be open.
- Staff must notify another member of staff of their intention to change a child's nappy.
- Staff must wear gloves and a disposable apron- a new set of gloves and apron must be worn for each child.
- Soiled nappies must be disposed in the nappy-bin provided.
- The child must be cleaned and dried using the appropriate products such as wipes or warm water, as agreed by the parent/carer.
- Staff will apply nappy cream if requested by the parent/carer. The parent/carer must supply their child's nappy cream and the container must be named. Gloves must be worn to apply the cream.
- The child may need a new set of clothes after being changed, so parents are asked to supply spare sets of clothes.
- After changing the child, the staff member must notifying a member of staff that they have finished the nappy change.
- Staff must wash down thoroughly the changing mat with anti-bacterial spray and paper towel so that it is ready for the next member of staff.
- Staff must wash their hands thoroughly after every nappy change.

Staff must record the nappy change on iConnect Parent Zone. Little Firs Day Nursery is committed to ensuring privacy and protection of data that we hold. Please see our Data Protection and Privacy Policy & Procedure.

## **Reusable Nappies**

In addition to the above procedures, where children wear reusable nappies we will:

- Ask the parents for a demonstration for fitting the nappy correctly.
- Dispose of any soiling by flushing straight down the toilet or placed in the nappy bin in a nappy bag.

- Dispose of the reusable nappy liner, and place in a nappy bag (and disposed of as per disposable nappies in a nappy bin)
- Store the used nappies in a sealable wet bag away from children (including a waterproof interior and sealed to prevent any smells escaping)
- Provide the parents with the wet bag at the end of the day to clean the used nappies.

<b>Date of Review:</b>	<b>This Policy was adopted on:</b>	<b>Signed on behalf of the Nursery committee:</b>	<b>Date of Next Review:</b>
<b>August 2024.</b>	<b>1<sup>st</sup> August 2024</b>		<b>August 2025.</b>