



Toilet and Intimate Hygiene Policy

Statement of intent

York Childcare aim to support children's care and welfare on a daily basis 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.

Our procedures meet best practice identified by the Health Protection Agency (2011) in 'Best practice advice for nurseries and childcare settings'.

York Childcare will 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. Parents will be engaged in the process of potty training and supported to continue potty training with their child at home.

Procedures

In the event of it being necessary to change a child's nappy, the following procedures will be followed.

York Childcare will ensure that:

- Only a staff member with relevant police checks will change nappies or trainer pants.
- Children's nappies or pants will be changed in a private, designated area which complies with Health, Hygiene and Safety regulations.
- Although this area is private, it is not secret, and the member of staff can still be easily seen and heard by other staff members.
- Staff changing nappies will ensure they have all the equipment they need and access to fresh water before each nappy change.
- The changing area will be cleaned before and after a child is changed with a suitable disinfectant cleaner.
- A child will never be left alone whilst in the changing area.



- Staff will wear clean disposable gloves for each change.
- Appropriate hand washing facilities will be available for the adult and the child and hands will be washed using anti-bacterial soap and dried thoroughly using paper towels after completing the procedure.
- Dirty pants/clothing will be bagged and returned to parents/carers when the child is collected (in the bag which the nappies, wipes etc. were provided.) Dirty nappies will be disposed of in a bin that is emptied daily.
- Each child should 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.
- The child's privacy will be respected always during nappy changing.

York Childcare wish to 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 in the nursery and ensuring all parents understand how this works and who they will be working with
- 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 changes are made to 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



- 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 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
- 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 regular risk assessments of all aspects of the setting operations including intimate care and reviewing the safeguards in place. The setting has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

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.