



Registered Charity No.: 1155711

Intimate Care, Nappy Changing and Toileting Policy

We do not exclude children from our Pre-School who may not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents/carers towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.

Our Approach

Where possible, children should arrive in a clean, dry nappy.

When a child needs to be changed, where possible, this will be done by the child's key person. However, if the key person is unavailable then the child will be changed by another member of the team. All staff are familiar with the hygiene procedures and carry these out when changing nappies or helping a child to change clothes. Staff ensure that nappy changing is a relaxed time to promote independence in children. Staff are gentle when changing children and do not make negative comments about 'nappy contents'.

Children are encouraged to take an interest in using the toilet and to become independent when using the toilet. Children should wear pants as soon as they are comfortable with this and their parents/carers agree.

Children are encouraged to wash their hands, using liquid soap. Paper hand towels are provided.

If a parent/carer wishes to change/toilet their child at the beginning or end of a Pre-School session, they are encouraged to use the cloakroom in reception.

Our Pre-School has a duty of care towards children's personal needs. If a child is knowingly left in a wet or soiled nappy in the Pre-School, this may constitute neglect and may become a disciplinary matter.

If a child becomes distressed when staff ask them to come for a nappy change, gentle encouragement will be given. If the child still refuses, then staff will record the child's refusal in the nappy change record book, together with the time. If the child is soiled or extremely wet, the child's key person or Manager/Deputy will contact the child's parent / carer and request they come in to change / collect the child.

Each child who is toilet training should have their own peg-bag (not a drawstring bag) with a full change of clothes, spare pants / knickers. Children who are not toilet training should have two spare nappies (not pull ups) and a change of clothes in their peg-bag.

The door to the cloakroom always remains open.

Changing Procedure

The staff member will:

- Put on gloves and apron (new gloves/apron for each change).
- Put blue paper towel on the changing table
- Support the child to climb up the steps to the changing table.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside a nappy sack.

- If the child's clothes are soiled, they should be put in a separate named bag which should be placed in reception to be sent home.
- Using wipes, clean the child from front to back and place the wipes in the nappy sack. Tie the nappy sack and put it in the nappy waste bin.
- Put on a clean nappy and apply cream if parents have given permission and completed a treatment plan.
- Take off the gloves and apron and place them in the bin.
- Dress the child.
- Help the child to wash and dry their hands.
- Once the child has gone back into the room, return to the nappy changing table and use anti-bacterial spray and paper towel to clean the changing table.
- Each nappy change/clothing change is recorded in the Changing Book, including the date, time and whether the child was wet or soiled.

This policy has been adopted by St Martin's Pre-School Committee:

Date:	September 2024
Signed:	Hayley Simms
Role of signatory:	Chairperson