**INTIMATE CARE POLICY (INCLUDING NAPPY CHANGING AND ASSISTING CHILDREN TO USE THE TOILET)**

At Amberley Nursery every child has the right to go to the toilet and have their nappy changed in a clean, hygienic environment.

In order to achieve this we shall ensure that:

* Once children are confident in using the toilet they will be encouraged to have the door closed at least partway for their privacy. Within our 3-5 side the toilet doors can be locked by the child, doors are low level and they can be unlocked by an adult from the outside should the child require assistance.
* Each child will be encouraged to wipe themselves.
* Each child will be encouraged to flush the toilet.
* Each child will be given liquid, antibacterial soap to wash their hands and a disposable, paper towel to dry them with.
* Practitioners will spot check the toilets hourly and record their findings. They will ensure that the toilets are fully stocked with anti-bacterial soap, paper towels and toilet tissue.
* Clear, disposable gloves must be worn whenever a child is assisted with toileting or nappy changing; aprons are available, which must be cleaned with anti-bacterial cleaner after each use. Gloves are to be changed between tasks. Hands should be washed between each change of gloves.
* Nappies, wipes, gloves and any other materials used in the nappy changing/toileting process will be disposed of into the yellow, clinical waste bin.
* Children will never be left unattended on the changing area.
* All equipment will be checked regularly for damage; any broken equipment will be replaced.
* Toilets and nappy changing areas are risk assessed regularly as part of the whole nursery risk-assessment.
* Nappy mats are cleaned with anti-bacterial spray and disposable tissue after each use.
* Each nappy change will be recorded on the nappy changing chart, clearly marked with the state of the nappy; time changed and staff member’s initials.
* If nappy cream is provided by the parent/carer, written permission for its application will be obtained and its use will be noted on the nappy changing chart.
* Used nappies and wipes are placed into the clinical waste bins for disposal.
* Nappy changing areas are positioned to provide a balance of privacy for the child and areas where practitioners can be seen, promoting the safeguarding of children.
* Toilet and nappy changing areas are always separate from food preparation/consumption areas.
* The nappy changing area will remain free from clutter to ensure children are being changed in a safe and hygienic place.
* When children are having their nappies changed they will be engaged with singing and rhymes or offered a wipe-clean toy.
* Whenever possible children will have their nappy changed by their key worker, or co-keyworker.
* If at any point a practitioner is unsure of any processes involved in toileting, nappy changes or any other intimate care they should seek support and guidance immediately from their section leader or the management team.
* Toileting, nappy changing and intimate care will be discussed at each child’s initial introductory session at Amberley. Where a child has specialist needs we will seek specialist training and support as required, ensuring all staff are competent in the processes required.
* Practitioners attend safeguarding training and follow our safeguarding and whistle blowing policies regarding the recording and reporting of concerns; any concerns noticed during nappy changing or toileting will be reported to the management team immediately and recorded on a body map/incident form.
* Anyone involved in the intimate care of children will have an enhanced DBS check, students will only change a nappy or assist a child to use the toilet when this is a required part of their qualification and they hold a DBS check; they will be closely supervised by a practitioner at all times throughout the process.
* Practitioners will feedback to parents/carers if a child has a rash or any marks, as well if they have shown any discomfort or distress during nappy and/or toileting procedures.
* Where children need to change their clothing, they will be afforded the same privacy and respect as for a nappy change, following the above procedures.

Policy revised December 2018 Lisa Gray