



## St. Mary's Playgroup

### Intimate Care and Nappy Changing Policy

#### **Introduction**

There are times when a child may require a change of clothes whilst at playgroup.

The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances.

These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay
- When a child has been vomited on or has wet or soiled themselves
- When a child has become dirty or wet from involvement in play activities, for example; painting or water play.

These guidelines are designed to promote good practice and safeguard children and practitioners. These apply to everyone involved with the intimate care of children within St Mary's Playgroup.

#### **Aims:**

- To include all young children in activities regardless of their ability to manage their own personal care.
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff whose role includes intimate care
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration.
- That no child is discriminated against.

#### **Definition of Intimate Care:**

"Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body"

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a toilet
- cleaning / wiping / washing intimate parts of the body.
- application of medical treatment, other than to arms, face and legs below the knee

#### **Definition of Personal Care:**

"Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation"

Personal care tasks specifically identified as relevant include:

- administering oral medication
- dressing and undressing (clothing)



- washing non-intimate body parts
- prompting to go to the toilet.



Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life. All children have the right to be safe and to be treated with dignity and respect.

Staff involved with the intimate care of pupils need to be sensitive to individual needs.

Staff also need to be aware that some adults may use intimate care as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation.

### **Toilet Training:**

St. Mary's Playgroup staff understand that starting at a new setting can be a challenging time for both children and their parents. It is a time of growth and very rapid developmental change for all children.

As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time span in which children master the skills involved in being fully toilet trained.

We understand that children may enter the setting as being;

- fully toilet trained
- fully toilet trained but regressed a little due to the excitement or stress of starting at the setting
- fully toilet trained at home but have accidents in the setting, or vice versa
- nearly trained but needing some reminders and encouragement
- not toilet trained but respond well to a structured toilet training process (Staff will work with parents to arrange this ensuring that there is consistency between home and playgroup).
- fully toilet trained but with a serious disability or learning difficulty
- in need of additional support due to development delays.
- SEND and requiring help with some or all aspects of their personal care.

### **Requirements necessary whilst changing children**

The provision of:

- hot running water and soap (antibacterial where possible)
- toilet rolls
- bowl/bucket
- paper towels/cloths
- disposable gloves and aprons
- nappy bags/sacks
- cleaning equipment
- bin
- a supply of spare underwear, clothing, and wipes.

Staff are to:

- wear disposable gloves whilst changing a child



- dispose of soiled clothing or underwear appropriately.
- Leave toilet areas clean after use
- Wash hands with hot water and soap as soon as changing is done
- Dry hands with the available paper towels
- Record any intimate care procedures undertaken on the child nappy/changing sheet



### **Safeguarding:**

At St Mary's Playgroup we will:

- ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to.
- be aware of any recording requirements of toileting of pupils.
- follow procedures and guidelines for intimate care.
- carry out a risk assessment of the toileting process and areas used.
- consider if a child soils themselves then what additional support the child and staff may need.
- encourage children to undress and dress themselves as much as possible. Should help be needed, staff will first ask the child's permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- involve the child as far as possible in his or her own intimate care.
- record this on the nappy/changing record sheets and inform parents/carers of any wet/soiling accidents.
- ensure staff are familiar with St Mary's Playgroup's Safeguarding and Child Protection Policy including the section on Allegations against Staff.
- ensure all staff are up to date with their Safeguarding training

Should staff observe any unusual markings, discolouration's or swelling, including the genital area, these will be reported immediately following St Mary's Playgroup's Safeguarding and Child Protection Policies and Procedures.

If, during the intimate care of a child, staff accidentally hurt them, the child will be reassured, ensuring their safety and the incident reported immediately to the Manager or Deputy Manager.

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