# STRATTON PLAYGROUP

# 1 Intimate Care and Nappy Changing policy & procedures

# Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to the child’s stage of development, any needs arising from physical disability, special educational needs associated with learning difficulties, or medical needs. Settings who work with young children who have intimate care needs will require staff to be respectful of the children’s needs.

**Statement**

At Stratton Playgroup, we do not discriminate against children who have not achieved full continence. No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. All children are treated with respect and their right to privacy will be valued. Children’s dignity will be preserved and a high level of privacy, choice and control will be provided to them.

**Principles**

* We see toilet training as a self-care skill that children have the opportunity to learn, with the full support and non-judgemental concern of all adults.
* We recognise that all children progress at different rates. Some children may start with us whilst they are in nappies or pull-ups; some may be in the process of toilet training; whilst others may have occasional wetting / soiling accidents.
* Our setting aims to work with the parents/carers to ensure a consistent approach is maintained towards toilet training.
* We recognise that delayed continence may be linked with delays in other aspects of the child’s development and therefore work out a planned programme, in partnership with the child’s parents/carers and if necessary the child’s health visitor.
* We make necessary adjustments to our bathroom facilities in order to accommodate children who are not yet toilet trained.
* Our staff are committed to ensuring that duties are undertaken in a professional manner at all times.
* Only staff who have been successfully processed through our recruitment, reference and Enhanced DBS Disclosure process will be authorised to assist the children in the toilet or changing areas.
* It is not normally practical from the point of view of staffing resources, for there to be two members of staff involved in the intimate care of one child, and this will not promote privacy for the child. Staff will, wherever possible, inform another member of staff when they are going to undertake the intimate care of a child.
* As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can.
* Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

**Procedures**

* When the child first starts at our playgroup, parents and their child attend a preplacement visit; we discuss any strategies they are using at home with regards toilet training and any difficulties the child may be experiencing, including:
  + The preferred method of toilet training
  + Preferences in terms of practical care, e.g. use of baby-wipes or water
  + The nature of any difficulties and possible causes
  + How the parent/carer manages the situation at home
* For a child who is in need of intimate care and who needs to be changed whilst in our care, a personal care plan will be verbally agreed with the parents/carers. This plan will include:
  + What resources will be used and who will supply them
  + How the nappy/pull-up will be disposed of (we dispose of in our rubbish bins)
  + What infection control measures are in place (disposable aprons and gloves are available for staff use)
  + What staff will do if the child is unduly distressed by the experience or if the staff member notices marks, rashes or injuries (we make a log of it as a “Look, Listen & Note”, and we would verbally communicate with the parents)

The plan will be reviewed regularly

* In order to care for the children’s physical needs we ask that parents/carers:
  + Make sure that wherever possible children arrive at playgroup wearing a clean nappy or trainer pants
  + Provide nappies, cream and wipes (we provide bags for soiled nappies), so that if it is necessary to change the child their individual needs can be met
  + Discuss any issues arising from the policy with the child’s key person
* Parents/carers of children who have achieved full continence are encouraged to provide spare clothes for their child in case of toileting accidents.
  + Staff adhere to Nappies/pull-ups to be double bagged (in a nappy sack and bin bag) and put out every night.
  + Changing mats to be wiped clean after each use
  + Hands to be washed
* the health and safety procedures as detailed in their staff handbooks and in the induction programme:
  + Gloves and aprons to be worn as appropriate
* The door to the bathroom area remains open at all times. Staff members who are about to change a child always let another member of staff know that they are doing so. Staff do not lock themselves into the toilet cubicles.
* All nappy and clothing changes will be recorded in our Changing Book, and parents/carers will be informed upon collection of their child, if there is a specific reason to.
* Children will be checked regularly, and when necessary changed.
* Staff ensure that changing and toileting is a relaxed time and encourage children to do as much for themselves as they can, to promote independence.
* If a child becomes distressed or is unhappy during the changing process the child’s parent/carer will be informed at the earliest opportunity, we work together in partnership with the child’s parent/carer to make the most appropriate decision.
* The Safeguarding Children procedures will be adhered to. Staff who provide intimate care to children have a high awareness of Safeguarding Children issues.
* If a member of staff has any cause for concern about physical changes in a child’s presentation, e.g. marks, bruises, injuries, soreness etc. they will report it to the designated person for Child Protection.

**Legal framework**

The Children Act 1989

The Childcare Act 2006

The Disability Discrimination Act 1995

UN Convention on the rights of the child

Health and Safety at work Act 1974

This policy and procedure was adopted at an open committee meeting of Stratton Playgroup

Held on

**04/06/2022**

Signed on behalf of the committee