



Registered Charity No. 1022409

## **8 Childcare practice policy and procedures**

### **8.9 Prime times practice procedures - Intimate care and nappy changing**

Prime times of the day make the very best of routine opportunities to promote 'tuning-in' to the child emotionally and to create opportunities for learning. Nappy changing times are key times in the day for being close and promoting security as well as for communication, exploration and learning.

#### **Young children, intimate care and toileting**

- Wherever possible, key persons undertake changing young children in their key groups; back-up key persons change them if the key person is absent.
- Young children from two years may be put into 'pull ups' as soon as they are comfortable with this and if parents agree.
- Children are always changed within sight of other staff whilst maintaining their dignity and privacy.
- Changing areas are warm; there are no bright lights shining down in children's eyes, appropriately sited and there are safe areas to lay young children if they need to have their bottoms cleaned. Staff will talk to the children, perhaps singing to them whilst changing them.
- If children refuse to lie down for nappy change, they can be changed whilst standing up, providing it is still possible to clean them effectively.
- Each child brings their own nappies or pull ups and changing wipes. We keep spare nappies at the preschool. We do not apply nappy creams.
- Members of staff put on gloves and aprons before changing starts and the area is prepared, gloves are always worn for soiled nappies. The changing mat is cleaned after use.
- All members of staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Key persons never turn their back on a child or leave them unattended on a changing mat.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- They are encouraged to wash their hands and have soap and paper towels to hand. They should be allowed time for some play as they explore the water and the soap.

- Anti-bacterial hand wash liquid or soap should not be used by young children, as they are no more effective than ordinary soap and water.
- Key persons are gentle when changing and avoid pulling faces and making negative comment about the nappy contents.
- Key persons do not make inappropriate comments about young children's genitals when changing their nappies.
- Sometimes a young child may have a sore bottom. This must be noted and discussed with the parent and a plan devised and agreed to help heal the soreness. This may include use of nappy cream. If a medicated nappy cream such as Sudocrem is used, this must be recorded as per procedure 5.3 Administration of medicine.
- Older children use the toilet when needed and are encouraged to be independent.
- Members of staffs do not wipe older children's bottoms unless there is a need, or unless the child has asked.
- Key persons are responsible for changing where possible. Back-up key persons take over in the key person's absence, but where it is unavoidable that other members of staff are brought in, they must be briefed as to their responsibilities towards designated children, so that no child is inadvertently overlooked and that all children's needs continue to be met.
- Parents are encouraged to provide enough changes of clothes for 'accidents' when children are potty training.
- Nappies and pull ups are disposed hygienically. The nappy or pull up is bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for parents to take home.
- If young children are left in wet or soiled nappies/pull-ups in the preschool, this may constitute neglect and will be a disciplinary matter.

### **Nappy changing records.**

- Very soft, watery stools are signs of diarrhoea; strict hygiene needs to be carried out in cleaning the changing area to prevent spread of infection. The parent should be called to inform them, and that if any further symptoms occur, they may be required to collect their child.
- A record was kept when a child has changed and a copy for parents is provided.

Nappy changing is always done in an appropriate/designated area. Children are not changed in play areas or next to snack tables. If there are limitations for nappy change areas due to the lay-out of the room or space available this is discussed with the preschool manager's line manager so that an appropriate site can be agreed that maintains the dignity of the child and good hygiene practice.

This policy was adopted on

6<sup>th</sup> September 2023

Date to be reviewed

6<sup>th</sup> September 2024

Signed by committee chairperson

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Signed by preschool manager

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