

Hindley Nursery School

Intimate Care, Nappy Changing and Toilet Training Policy

Principles

This policy is to set out expectations, support staff, volunteers and students in making appropriate provision when intimate physical assistance is necessary and during nappy changing and toilet training routines to ensure that basic needs are met.

At Hindley Nursery School, we understand that there will be times when it is necessary to have physical contact with children in our care.

Where these routines are of an intimate nature, we will:

- Ensure all staff undertaking intimate care routines have suitable DBS checks.
- Provide high quality and intimate care for children both physically and emotionally, ensuring their well-being.
- Ensure that all our procedures follow school policy and take into account our safeguarding code of conduct.

At Hindley Nursery School, we recognise that children have the right to be safe and to be treated with dignity and respect whilst ensuring privacy appropriate to the child's age, level of development and situation.

Definition/Procedures

Intimate physical care is seen as the physical assistance and supervision necessary to help each child to fulfil his/her functions in terms of:

- Personal and social needs
- Accessing the curriculum

Situations may include:

- Nappy changing
- Assisting children using the toilet
- Manual handling, lifting or transferring children in a range of situations
- Providing necessary physical assistance, support and supervision to individual children during curricular routines, practical activities, medical situations, dressing and undressing, sickness, accidents and SEND support plans.
- Basic physical care, including application of prescribed treatments
- Assisting children who may present distress and may need comfort and reassurance which may need physical contact. E.g. after a tumble/transition periods.

The extent and detail of physical handling/supervisions will vary in accordance to the individual child's age and developmental stage as well as the level of social, educational, physical and medical needs.

Safe School, Safe Staff

- Always ensure that other adults are around
- Never show favour to individual children
- Never touch a child in a way that could be interpreted as anything other than friendly appropriate adult-child support
- Never kiss a child and do not encourage them to kiss anyone other than parents or carers
- Tickling is not appropriate
- There may be times during the day where young children may sit on an adult's knee for a short time and for a specific reason such as following an injury, settling into the setting, for medical reasons or during play activities
- There will be times when in extreme circumstances, more physical contact and intervention is required. A record will be kept of any such occasion and parents/carers will be informed on the same day, or as soon as reasonably practicable
- Any form of physical contact as a punishment or a response to poor behaviour is unlawful

Nappy Changing

At Hindley Nursery School, we believe that each child's nappy changing routine should take place in a positive, calm environment where children and staff are safe and secure. We ensure that we comply with parent/carer requests and that we consider each individual child's physical, emotional, abilities and needs.

Children will be expected to arrive for their nursery session wearing a clean, dry nappy. Nappies will only be changed if they become soiled, over wet or if a child is accessing a full day session.

- Parents will provide a bag which contains, nappies, wipes and change of clothes including underwear and socks. The bag is stored in the child's individual coat peg.
- Children will be changed on the changing table or changing mat.
- When using the changing table, adults must ensure the curtain is pulled around the table to ensure privacy whilst ensuring another member of staff is present in the room.
- Only nominated staff, regular volunteers and students may change nappies when the correct DBS checks are in place.
- Staff must ensure the changing bed is clean and safe before use and all they will need for changing is within reach prior to placing the child on the changing bed/mat. E.g. Nappy, wipes, disposal bag
- Children will be encouraged to be aware of their own safety and use the steps to gain access to the changing table
- Children must never be left unattended
- A new pair of disposable gloves and new disposable apron must be worn to change each child and staff must ensure they wash their hands when they have completed a change.

- Soiled nappies must be placed in a plastic bag, tied with a knot and placed in the incontinence/nappy waste bin.
- Staff must ensure that the nappy, changing area is left clean, tidy and ready to be re used. Antibacterial spray should be used to wipe the surface of the changing table/mat.
- Gloves and aprons will be disposed of in the incontinence/nappy waste bin
- Children's belongings will be returned to their bag/coat peg.
- Children will have their hands washed with warm running water and liquid soap.
- During nappy changing time, staff will interact with the child and provide learning opportunities, providing personal and emotional support and developing health and self-care needs.

Toilet Training

At Hindley Nursery School, we believe it is essential that parents/carers are involved in establishing the toilet training routine for their child. Staff will work sensitively with parents/carers to assess if a child is incontinent due to a disability, medical reason to support the child in this aspect of their health and self care development.

If the reason for incontinence is due to disability and/or medical conditions, staff will ensure that relevant personnel are made aware of these individual needs and deal with the child's toileting needs sensitively and efficiently.

If the reason for incontinence is not due to disability and/or medical conditions, it is desirable for the nursery to look at meeting the child's needs in agreement with parents/carers to develop a strategy regarding toilet training to be followed jointly by parents/carers. It is essential that the child, parents/carers feel supported in the knowledge that they will be fully involved in this aspect of their child's physical development.

Staff will gain parental permission to contact health care professionals, health visitor and the school SENCo, if necessary.

Supporting children

Aims

- For children to feel safe and secure if, and when, they need to be changed
- For children to develop self-help skills when using the toilet
- For adults to feel safe and secure when changing children
- For children's privacy to be respected and protected

- For parents/carers to be informed of changing procedures, when and why their child has been changed
- To consider health and safety implications for children and staff

Provision

- An area will be provided where children will be encouraged to undress, clean, dry and re-dress themselves at the appropriate level to meet their needs
- The area will be clean, dry, comfortable and secure and offer privacy for the child yet protection for the adult in that it is observable by other adults
- Parents will provide a bag which contains wipes and change of clothes including underwear and socks. The bag is stored in the child's individual coat peg.
- A new pair of disposable gloves and new disposable apron must be worn to change each child and staff must ensure they wash their hands when they have completed a change.
- Wet or soiled clothes will be placed in a plastic bag, knotted and returned to parents/carers at the end of session
- Staff will have training on lifting and handling children if necessary

The Role of the Adult

- To deal with the situation quietly, calmly and sensitively
- To reassure the child
- To ensure all aims are met
- To encourage child to be independent in changing to the appropriate level of their development
- To protect their own position by remaining on view
- To understand a child's developmental needs and limitations
- To liaise with Parents/carers to ensure a consistent approach in developing procedures and routines
- To encourage and support links with health professionals, SENCo or any other agencies

This policy is to read in conjunction with:

Safeguarding Policy

Behaviour Policy

Health and Safety Policy

Whistle Blowing Policy

Lifting and Handling Policy

SEND Policy

Staff Code of Conduct Policy

Health, Illness & First Aid Policy

Signed

Reviewed March 2025

