

**Springboard Sunderland Trust**

**Springboard Nursery**

## **Intimate Care Policy**

**Nappy Changing and Sleeping Children**





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<b>Intimate Care Policy</b>	
Category:	Springboard Nursery
Responsible Person:	Jane Waggott
Accountable Person:	Gemma Dunn
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## Policy statement

At Springboard Nursery we understand the importance of each child having individual care routines. Parents often request for their child to have a nap throughout the session and staff will always accommodate these needs to ensure that children are provided with a safe and secure environment to do so in.

No child is excluded from participating in Springboard Nursery who may, for any reason, not be toilet trained and who may still be wearing nappies or equivalent. We work closely with parents to support toilet training for all young children, unless there are medical or other developmental reasons why this may not be appropriate.

We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not toilet trained.

We see toilet training as a self-care skill that all children should have the opportunity to develop with the full support and non-judgemental concern of adults.

## Equipment cleanliness

Toilets, potties, sleep mats, linen, blankets, clothing and nappy-changing mats will all become contaminated with germs when used.

### To prevent germs spreading:

There must be a hand wash basin with warm running water, liquid soap and disposable paper towels in all toilets and areas where nappies are changed or potties used

Areas where nappies are changed or potties are used must be separate from where food is prepared or eaten, and where children play.

If linen or clothing has been dirtied by faeces carefully dispose of the faeces in the toilet. Do not rinse dirty or wet clothing by hand (Follow Dirty Linen Guidance – Appendix 1).

The snooze mat or travel cot is prepared with the child's own bedding, this will be laundered after each use or if a child is expected to sleep again in the same day, it will be laundered at the end of the day (See Dirty Linen Guidance – Appendix 1)

## Procedures

### Nappy Changing:

Nappy changing/intimate care procedures and guidance is highlighted to new staff upon induction in this setting (Appendix 2). New staff are given the opportunity to discuss any queries or uncertainties they may have in relation to the policies and procedures with a senior member of staff.

- All staff undergo in-house training regarding child protection procedures with regards to intimate care routines. They are aware of who to inform or call upon if they have any concerns whilst changing nappies / soiled clothing.

- All staff are aware and trained in nappy changing procedures. There is a list on the wall in the bathroom indicating which children need nappy changing/ potty/toilet training and cream applied.
- Individual children depending upon their needs, abilities and parental wishes can wear 'pull ups' or other types of trainer pants when needed.
- Any changes to the policy or procedures involved in nappy changing or intimate care will only be made to either meet the needs of the individual child or the whole staff group at Springboard Nursery, not for the benefit of one individual staff member.
- At Springboard Nursery the intimate care of children/nappy changing/changing of soiled clothing is recorded and documented. This information is passed to parents daily by individual online care diaries or face to face conversations at home times.
- Changing areas are clear and visible to other members of staff. They are warm and there are safe areas to lay young children when they need changing / cleaned.
- Each young child has their own bag/basket containing their own nappies or 'pull ups', spare clothes and changing wipes.
- Gloves and aprons are put on before changing starts and the areas are prepared.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies or soiled clothing.
- In addition, all staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- 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 should be 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 for young children.
- Key persons / staff members are gentle when changing; they avoid pulling faces and making negative comment about 'nappy contents'.
- Key persons / staff members do not make inappropriate comments about young children's genitals when changing their nappies.
- Nappies and 'pull ups' are disposed of hygienically. Any soil (faeces) nappies or pull ups are bagged and put in the designated nappy bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are double bagged for the parent to take home.
- For children who are in the process of being or who are toilet trained and have soiled clothing, they will be changed into clean clothing by a member of staff following our intimate care procedures. Soiled clothing will be double bagged following public health recommendations. Bags will be tied up/closed/sealed and stored out of the reach of children. They will be handed to parents discreetly upon collection of the child.
- Older children access the toilet when they have the need to and are encouraged to be independent, but when needed are supported by staff members to develop their skills in 'wiping' themselves.
- Students, work experience and visitors will not be responsible for the intimate care of any child in the setting.
- Here at Springboard Nursery there is an open culture of challenge. We have an effective whistle blowing & Confidential reporting policy in place which staff have signed up to, staff

are confident to raise any issues with senior staff members should they have any concern about the behaviour of practice of another member of staff.

- NB If young children are left in wet or soiled nappies/'pull ups' in the setting this may constitute neglect and will be a disciplinary matter. Settings have a 'duty of care' towards children's personal needs.

## Sleeping Children:

- There is a designated area for sleeping children
- The snooze mat or cot is prepared with the child's own bedding, this will be laundered after each use or if a child is expected to sleep again in the same day, it will be laundered at the end of the day (See Dirty Linen Guidance – Appendix 1)
- Each snooze mat will require a bottom sheet and cover (blanket/sheet) depending on what the child needs
- Children's shoes will be removed, and clothing will be loosened around the neck and any restricting clothing will be removed
- Shoes and clothing will be put at the bottom of the snooze mat
- The time the child went to sleep will be recorded on their individual and general sleep records
- Children who are asleep will be under adult supervision and will never be left in the environment unattended.
- Children will be checked every 10 minutes, this will then be recorded on the general sleep records
- Once the child wakes up, the time is noted on the general sleep records and on the individual online care diary which parents can access.

This policy was adopted by

Springboard Nursery

Date:

04/08/2022

Date to be reviewed:

01/08/2025

Signed by the manager (Marie Hunter)

*J Waggott*

Signed by the signatory

*S Reay*

Name of signatory

Steve Reay

Role of signatory

Chief Executive