




Intimate care and nappy changing procedure

- Our staff members have a list of personalised changing times for the children in their care who are in nappies or 'pull-ups'; and change nappies according to this schedule, or more frequently where necessary.
- We encourage young children from two years to normally wear pull ups, or other types of trainer pants, as soon as they are comfortable with this and if their parents agree.
- All staff members change all children's nappies.
- Children are changed within sight of other staff whilst maintaining their dignity and privacy at all times.
- Our changing area is warm, with a safe area to lay children and no bright lights shining down in their eyes.
- Each child has their own bag to hand with their nappies or pull ups and changing wipes.
- Our staff put on gloves and aprons before changing starts and the areas are prepared. Paper towel is put down on the changing mat freshly for each child. **Gloves are not always required for a wet nappy where there is no risk of infection, however, gloves are always available for those staff who choose to wear them. Gloves are always used for a 'soiled' nappy.**
- All our staff are familiar with our hygiene procedures and carry these out when changing nappies.
- Our staff never turn their back on a child or leave them unattended whilst they are on the changing mat.
- We are gentle when changing; we avoid pulling faces and making negative comments about 'nappy contents'.
- 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.
- We do not make inappropriate comments about children's genitals when changing their nappies.
- In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.
- We encourage children 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.
- 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.

- Parents are encouraged to provide enough changes of clothes for ‘accidents when children are potty training.
- If spare clothes are kept by the setting, they are clean, in good condition and are in a range of appropriate sizes.
- We dispose of nappies and pull ups hygienically. All nappies or pull ups are bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for parents to take home.
- We have a ‘duty of care’ towards children’s personal needs.

This procedure was adopted by Skylarks Community Preschool *(name of provider)*
 On 1st August 2022 *(date)*
 Date to be reviewed 1st August 2023 *(date)*
 Signed on behalf of the provider 
 Name of signatory Kathleen Thomson
 Role of signatory (e.g. chair, director or owner) Manager/Trustee

Date Reviewed	Changes	Signature
07 th August 2023	None	