Intimate Care Policy and Nappy Changing/Sleep Procedure

1. Introduction

Intimate care is any care which involves washing, touching or carrying out a procedure invasive to privacy to intimate personal areas. Examples include care associated with continence and nappy changing as well as more ordinary tasks such as help with washing or bathing.

It is our primary concern to address the needs of all children to help them achieve their full potential. We work in partnership with parents/carers to encourage and support the involvement and inclusion of individual children and it is for this reason that we have an intimate care policy.
Home from Home is committed to ensuring that all employees responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with dignity and respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

2. Contents

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3. Aim

We aim to ensure that all children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. We aim to train all employees who provide intimate care to children to have a high awareness of child protection issues. The behavior of employees is open to scrutiny. Employees at Home from Home work in partnership with parents/carers to provide continuity of care to children wherever possible.
All employees will support the children in working towards the 'Dress and undress independently and manage their own personal hygiene' goal within the 'Physical' area of learning within the EYFS appropriate to their developmental level and degree of

understanding. This work is shared with parents who are encouraged to support the goals within the home.
Employees who work with young children or children who have special needs will realise that the issue of intimate care is a difficult one and will require employees to be respectful of children's needs.

4. Intimate care

- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity are of paramount importance.
- Employees who provide intimate care are trained to do so (including Child Protection and Health and Safety training) and are fully aware of best practice. Intimate care is discussed with all employees during their induction. Regular supervision and appraisals are used to identify any areas for development or further training. All employees undertaking intimate care routines have enhanced DBS checks.
- Intimate care will only be undertaken by Home from Home employees who are familiar to each child.
- Employees will be supported to adapt their practice in relation to the needs of individual children taking into account developmental stages and individual families' religious views around intimate care.
- There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.
- Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Employees 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.
- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many adults might need to be present when a child needs help with intimate care. Where possible one child will be cared for by one adult unless there is a sound reason for having two adults present e.g., administering more invasive medicines such as suppositories. If this is the case, the reasons should be clearly documented.
- Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's 'Routine of the Day'. The needs and wishes of children and parents will be carefully considered alongside any possible constraints.
- Home from Home understands its legal obligation to meet the needs of children with delayed personal development in the same way they would meet the individual needs of children with delay in another aspect of their development. We work in partnership with parents on an individual basis to make reasonable adjustments to meet the needs of each child (EYFS Welfare Requirements, DDA 2008).
- In the case of delayed development, employees will tend to the needs of the child as set out in the child's individual intimate care plan.

5. Nappy changing procedure

In order to promote consistent caring relationships, intimate care procedures will be carried out by the child's key person wherever possible. A child will never be supported in intimate care routines by an adult who is not familiar to them. Each employee will be given a Nappy Induction by the Room manager and will only ever change a nappy with a current and cleared DBS check. All children will be changed at least every 3 hours.
The employee changing the child will inform another employee that they are going to do this and then follow the procedure outlined below.

- Before changing a child's nappy, employees are expected to give the child warning and allow appropriate time for the child to finish any activity they may be partaking in to prepare the child for this procedure
- The child will be encouraged to walk or crawl to the nappy area with the adult to promote independence and will be assisted when and if needed
- Once inside the nappy change room the employee will securely close the gate behind them. If taking more than one child the employee will ensure there is adequate resources to keep the child engaged
- Employees will put on a clean white apron at the beginning of changing any nappy and apply clean gloves for each child they change. They will then gather any other resources they need and ensure they are within reach
- Employees will explain to the child that they are ready to change their nappy before lifting them. Employees are inducted on safe lifting and handling and are expected to bend at the knees
- To lay the child down onto the mat the employee will support the child's head and maintain a gentle approach
- Throughout the whole procedure the employee is expected to communicate with the child; explaining the steps they are taking to change their nappy, sing a song, talk to them about a topic of interest etc.

- To change the nappy:
    - Remove child's trousers/skirt/shorts or lift skirt/dress to avoid being soiled
    - Undo tabs
    - Fold front of nappy back
    - Wipe clean from front to back raising the child's legs to lift the buttocks off the mat
    - Place soiled wipe/s in nappy sack on the hook
    - Place soiled nappy into nappy sack on the hook

- If gloves are soiled remove and place in nappy sack on hook *(It is at each employee's discretion whether or not to reapply clean gloves to fasten the clean nappy)*
- Raise the child's legs again to lift buttocks off the mat and place clean nappy underneath
- Pull the front part of the nappy through the legs and fasten tabs securely
- Check that the nappy has been applied correctly and that it fits the child. Remove gloves and place in nappy sack on hook
- Replace the child's clothes as they lay flat on the mat. If needed lift the child down and stand the child on the floor to replace clothes
- Once the child has been lifted down from the mat offer them a toy or resource to keep them engaged as you begin the cleaning procedure
- Disinfect the nappy mat and where necessary the surrounding area by using the disinfectant spray provided. Thoroughly wipe clean with a wipe from the child's own supply and ensure to clean crevices. Place this wipe into the nappy sack on the hook
- Tie the nappy sack securely and place in the Nappy bin. Ensure the bin lid is closed
- Wash hands using soap and dry with a paper towel. Dispose of this into the paper towel bin
- Record the child's nappy information onto the whiteboard, in the nappy changing record book or on the child's daily information slip
- Encourage the child to wash their hands using soap and drying with a paper towel
- Close gate when leaving the nappy changing area and lead the child safely back to the room

To assist a child who is toilet training please follow the necessary steps above and:

- Ensure the potty is ready for them to use
- Apply clean gloves and arrange an unused nappy sack on the hook
- Engage in conversation with the child as they sit on the potty
- Praise all efforts – even if the child has not produced anything they should be praised for doing "good sitting on the potty" to ensure it is a positive experience
- Wipe the child using wipes from their own supply and place in nappy sack
- If gloves are soiled remove and place in the nappy sack
- Assist the child to pull up their trousers, always encouraging their independence
- If you're gloves have been removed reapply a clean pair to clean the potty

- Empty the contents of the potty into the toilet, close the lid and flush (you may wish to include the child in the flushing process!)
- Spray the potty with disinfectant and wipe clean with a wipe from the child's own supply
- Place this wipe and your gloves into the nappy sack and tie securely. Place the nappy sack into the nappy bin and ensure the lid is closed

Wash your hands with soap and dry with a paper towel. Ensure the child washes their hands also. Place paper towels into the paper towel bin.

6. Sleep procedure

As a setting we employ a number of procedures during the sleep routine. We will always follow how the child likes to be soothed at home which is noted on the 'All About Me' documents given to parents when they first join Home from Home. We ask parents/carers to inform us during the policy and procedures meeting to inform us of any personal preference or way in which their child likes to be settled, and we will note this information on the child's registration document. These procedures are in place to protect not just the children but also the employees.

<u>In the Preschool:</u>

-With our over 3s there is one employee putting the children to sleep.
-The door is ajar, and we use monitors to ensure the children are secure.
-When children are being put to sleep, the room is checked by the employee every 10 mins.
-When children are finally asleep the room is checked every 5-10 mins and noted on a sleep chart.
-Children are either stroked to sleep or left to settle themselves.

<u>With the under 2s in the Toddler and Baby rooms</u>

-Due to the individual sleep routines and the sleep rooms close proximity to the main corridor the door will be closed to ensure the children are not disturbed.
-Employees will use monitors to check on children and check the room every 5-10 minutes, again noting the time of a sleep chart.
-Between the hours of 11.30-2.30 when there is the biggest number of children sleeping an employee will stay in the sleep room and check on the children every 5-10 minutes.
-Children are put to sleep by rocking or stroking the head, back, tummy or knees.
-If a child is very unsettled within the sleep room an employee will leave them in the sleep room for no more than 20 minutes.

7. The importance of Rest and Sleep

Sleep is the most important factor in children's development and health, they cannot thrive and reach their potential without it. Sleep is a brain detox. It helps children grow (growth hormones are secreted during sleep), regulate their emotions, consolidate memories and learning, strengthen their immune systems, improve mood and behaviour, and help them be ready to engage in play.

Children must be allowed to sleep for at least 45 mins per sleeping session. This allows children to reach REM sleep and benefit from the nap. If they are woken before 45 mins, they will not reach REM sleep and therefore the sleep will not be of benefit and they will feel more tired upon being woken.

8. Sleep restrictions

Some parents may not want their child(ren) to sleep while they are at nursery and this will be discussed during settling in sessions, between the parents and the child's key person.

We will not stop children under 2 1/2 years old from sleeping if they are tired.

We will gently distract and discourage children, over 2 1/2 years old, not to sleep if the parent has specifically requested that, however we will never physically keep your child from falling asleep. We will allow the children a minimum of 45 minutes sleep. Similarly, if the child does not want to sleep, we will not force them and they will be provided with appropriate activities during the quiet, rest times.

If a parent would like to set a sleep limit for their child's sleep whilst at nursery, we will **not** set a limit shorter than 45 minutes as it will not benefit them and they will wake up feeling more tired.

When waking children after their sleep limit (if parents have requested to set one) we shall do so calmly and slowly as to not shock the child. Blankets may be removed and lights may be slightly brightened but children will not be physically woken up by staff (lifting child up etc). Children should be allowed to wake up naturally and in their own time.

9. The protection of children

- Employees encourage children to have a positive body image. Confident, assertive children who feel their body belongs to them are less vulnerable to abuse.
- Safeguarding Procedures and Inter-Agency Child Protection procedures will be accessible and adhered to by the employees.
- If an employee has any concerns about physical changes in a child's presentation, e.g., marks, bruises, soreness etc. s/he will immediately report concerns to the designated safeguarding Lead (Nicky Leah), who will follow the procedures outlined in the Safeguarding policy.

- If any parent or employee has concerns or questions about intimate care procedures or individual routines, please see the line manager in the room at the earliest possible convenience. If a child becomes distressed or unhappy about being cared for by a particular employee, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.
- The setting operates a **Whistle-blowing** Policy as a means for employees to raise concerns relating to their peers. The management supports this by ensuring employees feel confident in raising worries as they arise in order to safeguard the children at the nursery.
- If an allegation is made against a member of staff, the setting will follow the procedure outlined in the **Safeguarding Policy and Whistleblowing Policy.**

10. Review

We regularly review practice, policy and resources to ensure we are continuing to meet the individual needs of the children attending.

11. Version Control

Version	Date	Status	Comments	By
1	June 2017	Issued		Polly Manners
2	February 2015	Reviewed		Emma CM
3	October 2022	Reviewed		Cassie Jones
4	November 2023	Reviewed	Added Version control	Sophie Eade
5	June 2025	Reviewed		Sophie Eade
6	Jan 2026		Added 7 & 8	Sophie Eade