



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filson BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MCMi MIPA
admin@roundandroundthegardens.co.uk

Nappy Changing Policy

Policy statement

No child is excluded from participating in our nursery who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

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

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

Procedures

- All staff are responsible where possible for changing nappies and toileting accidents in their designated group. Each group has set times throughout the session and day when children will be changed. Each child will be change once per session they attend.
- Changing areas are warm and there are safe areas to lay young children when they need to have their bottoms cleaned.
- Each young child has their own care plan with regards to their changing needs which specifies the size of nappies required, what parents wish for us to use when changing the children, for example, wipes or cotton wool. Staff will be made aware of any children with allergies to certain products.
- Gloves and aprons are put on before changing starts and the areas are prepared. The area is cleaned with anti-bacterial spray after each change.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, all staff ensure that nappy changing is relaxed and a time to promote independence in young children. Songs are sung and the staff talk to the children during this time.
- 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. We provide books based on toilets and potties for the children to read and look at in the bathroom area.



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filson BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MCMi MIPA
admin@roundandroundthegardens.co.uk

- They should be encouraged to wash their hands and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- All staff are gentle when changing; they avoid pulling faces and making negative comment about 'nappy contents'.
- All staff do not make inappropriate comments about young children's genitals when changing their nappies
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and 'pull ups' are disposed of hygienically. All nappies or pull ups are bagged and put in the appropriate PHS bins. Any soiled clothing is rinsed, bagged and given back to the parents with a note on to explain what is in the bag and who changed it.
- 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.

Health & Safety

- The nursery provides disposable aprons and gloves, a changing mat, nappy bags, nappies, wipes or cotton wool and appropriate hand washing facilities. All changed nappies, used gloves and aprons will be placed in the nappy bin provided in the changing area.
 - The changing areas including the mat and the surface will be cleaned with anti-bacterial spray after use.
 - Warm water and liquid soap will be available for the children and staff to wash hands as soon as the task is completed.
 - Paper towels will be available for drying hands.
- All children will be encouraged to wash hands after every nappy change.

Partnership working with parents/ carers

Parents will be asked to inform us of any preferred method of changing or products to use when they start their child at the setting.

- Our provision provides nappies and wipes for the children and these are constantly monitored to ensure they are of good quality.
- We provide fragrance free wipes and a variety of different nappy sizes.



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filson BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MCMi MIPA
admin@roundandroundthegardens.co.uk

- Should parents wish to provide their own nappies and wipes they are able to do so and these will be used solely for their child, however parents will not be issued with a discount on fees for providing their own products.
- We are happy to use non medicated creams, for example Sudacreme, Diprobace, etc on children if they require it however parents will be asked to complete a permission form in order for this to happen.
- Any prescribed creams or medication will need staff authorisation to accept into the setting.
- During handovers parents will be informed of the child's care routine throughout that day and if there are any changes of differences to usual movements.
- Staff will keep a written chart of times and changes every day which is kept in the bathroom and staff will initial once they have changed any child.
- When it comes to the time when children are ready or wanting to toilet train then parents are encouraged to advise staff of their wishes and how they are approaching this in the home environment. As a provision we will endeavour to be as consistent as possible with home strategies and support this within the setting. When this time comes staff are able to offer advice, research and support with this process.
- Staff will inform parents each day of their child's progress and offer suggestions. However if staff do feel that the process is not working or the child may not be ready for this step they will work with parents to develop this at a time and stage when the child seems ready.
- We feel that communication between the parents of the child and the child's room during this time is very important.

Child Protection and Intimate Handling

- Safeguarding policy - a copy can be downloaded from our website, or a hard copy is available from the school office
- Parents must understand that changing a child's nappy will involve intimate handling and that staff have a 'duty of care' to change the children's nappies. As an inclusive setting we respect parents' preference with regards to nappy changing however we will never not change a child who has a wet or soiled nappy. Should parents wish to come to the setting and do this themselves they are very welcome.
- One member of staff (CRB checked) change the children.
- No volunteers or students will change a child or will supervise children in the toilet area.
- All staff are encouraged to be vigilant for any signs or symptoms of improper practice from their safeguarding training.



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filson BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MCMi MIPA
admin@roundandroundthegardens.co.uk

- All staff should be made aware of procedures to follow if a complaint is made against a member of staff or a parent/ carer.

Facilities

- There is an accessible facility for changing nappies and toilet training which is private, safe, and protects the dignity of the child.

Policy written - May 2015

Review time - May 2016



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filson BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MCMi MIPA
admin@roundandroundthegardens.co.uk

INTIMATE CARE POLICY

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their children
- Round and Round the Gardens is committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.
- We take seriously our responsibility to safeguard and promote the welfare of the children in our care.
- The nursery recognises its duties & responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Intimate care is one of the following:

- Supporting a child with dressing/undressing
- Providing comfort or support for a distressed child
- Assisting a child requiring medical care, who is not able to carry this out unaided
- Cleaning a child who has soiled him/herself, has vomited or feels unwell
- Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing & dressing unaided.
- We understand that at such an early age a child may not yet be potty trained and so we will change a child as required. Nursery supplies nappies unless parents wish to supply themselves however parents are required to supply 'pull ups' if they require their child to use these.
- Children will be changed by their keyperson, if possible. A note will be attached to any soiled clothing stating who changed the child and when the child was changed at Nursery. If a child is in nursery clothes parents will be informed.



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filson BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MCMi MIPA
admin@roundandroundthegardens.co.uk

- We do not supply or apply nappy creams to children due to child protection issues. In cases where it is felt absolutely necessary, then a medical form will need to be completed first.
- Should a child require a change of clothing during a session a limited range of clean clothing is available. Clothing that is soiled, for whatever reason, will only be handled by a staff member wearing disposable gloves. All dirty or wet clothing will be placed in a plastic bag and given to the parent/carer unless staff feel that the clothes is too soiled and therefore they may throw these away. Parents will be asked their preference at the time of toilet training beginning
- Parents are asked to ensure a spare set of clothing is sent to Nursery with your child each day.

Our Approach

- We will always treat Children with respect when intimate care is given.
- No child shall be attended to in a way that causes distress, embarrassment or pain.
- Children will be changed by their own keyperson, if possible.
- Staff who provide intimate care are trained to do so (including Safeguarding) and fully aware of best practice
- There is careful communication with any child who requires intimate care in line with their preferred means of communication to discuss needs and preferences
- Children will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures.
- Where possible one child will be cared for by one adult unless there is a sound reason for having more adults presents.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

Policy written - May 2015

Review time - May 2016