



Sandbank Nursery School and Playcare Project Intimate Care Policy

Sandbank Nursery School and Playcare offer education/care places for children from 2 to 4 years old. We are an inclusive setting.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals.

Sandbank is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

All staff are DBS checked and have received Child Protection training and health and safety guidance.

Children who receive intimate care are treated respectfully at all times. Each child's right of privacy will be respected.

Guidelines

All children in Nursery and Playcare are changed in one of the 'changing rooms'. One changing room is situated in the disabled toilet. A second one is available in Playcare. The door must be left open whilst changing a child.

The adult will inform other team members when they are going to change a child. The children are changed in one of the changing rooms where there is a changing bed.

The adult will place themselves in view of the door, keeping the child out of view on the mat. There are times when the adult is not able to use the disabled toilet. Children will be changed discreetly in the nursery environment ensuring that children's privacy is respected as far as possible.

As an inclusive setting there may be times when more than one person is needed to change a child. This will be the child's support worker plus one other. If the child has two support workers wherever possible it will only involve that team.

Potty Training

- Children should be encouraged to use a potty/the toilet. If children are reluctant, then they are not ready. They should be left for a short time and then another attempt made.
- Children should be praised for the successful use of potty/toilet - accidents will happen! In the case of an 'accident', no fuss should be made. The child should be cleaned and changed and an explanation given where we do 'wees and poos'.
- Children should be allowed to use the bathroom in small groups to encourage toilet training.
- Staff should ensure good personal hygiene - flush toilet/wash hands.
- Where possible children should be supervised in the bathroom, helped with clothes fastenings when and where applicable but also encouraged to be independent.
- Staff should ensure using the potty/toilet is an enjoyable experience and celebrate achievement.
- Staff will disinfect potties after use with anti-bac spray.
- Staff will record the use of potty/toilet on a daily sheet and home dairies.

Nappy Changing Guidelines

- The changing beds are situated in the disabled toilet and in the Playcare changing room
- Children must NEVER be left alone on the changing mat
- Staff must ensure they collect nappies/wipes/creams etc., before they change a child
- Children must be thoroughly cleaned with wipes or cotton wool/water
- Staff must wear WHITE APRON and GLOVES for each nappy change
- All nappy changes should be recorded in the log and reported to the parents on collection

- Nappies must be immediately disposed of in the appropriate waste bin (disabled toilet). Please ensure they are placed in a nappy sack before disposal
- Changing mat must be treated with anti-bac after each change
- PLEASE NOTE: children are changed as and when needed not at SET TIMES each day. Children should be checked regularly
- Nappy rash/soreness or rash on torso/legs etc., should be reported to a senior staff member as well as to parents/carers.

Reviewed: September 2018

Next review date: September 2021

Passed by: _____ Date: _____