

Intimate care routines are essential throughout the day to meet children's basic needs. This may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required.

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting caring relationships through the key person system in the nursery.
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support.
- Ensuring children are afforded privacy during intimate care routines whilst balancing this with the need to safeguard children and staff. No nappies will be changed or intimate routines take place behind closed doors.

Nappy Changing Guidelines for Staff

The following steps must always be carried out whilst changing children's nappies.

- Prepare materials before starting in readiness for the nappy change.
- Wear a clean disposable apron for each nappy change and throw away after use.
- Wear clean gloves for each nappy change and throw away after use.
- Put wet/soiled nappies in nappy bags and then into a nappy bin.
- When cleaning a child make sure you have cleaned all mess from their back, front and the creases of their legs paying particular attention to their genital areas.
- Using a clean glove, apply nappy cream if it is required.
- When putting on a clean nappy ensure they are fitted correctly, not too tight or too loose. You should be able to fit two fingers between the nappy and the child's tummy.
- Once the nappy change is completed the mat must be cleaned with an anti-bacterial agent.
- All used gloves, aprons, wipes etc. are to be thrown away in a nappy bin and the changing area left clean and tidy.
- Record the nappy change, showing time and condition of nappy i.e. dry, wet or soiled.

An additional precaution to protect child skin from disinfectants left from cleaning after each use is to roll paper towel over the nappy changing mat under the child. Throw away after use.

It is crucial that staff are vigilant about checking children's hygiene and toileting to avoid children enduring periods where they are in wet or soiled clothing. Staff are responsible for cleaning children thoroughly and to be vigilant not leave any trace of solid or liquid waste on children.