

Essex Wildlife Trust

Nature Nursery: Toileting, Nappy Changing and Intimate Care Policy and Procedure

A policy describes what we do and how we do it as an organisation. It is a set of agreed principles which set out a course of action adopted by our staff and volunteers. It will often include acceptable methods, behaviours, and an approved procedure. It is usually internal, although some organisational policies are expected to be publicly accessible.

Version Control

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When review is completed, please send to: businesssupport@essexwt.org.uk

Version	Date	Changes made by	Reason for change
2	09/11/2022	J Burlingham	<ul style="list-style-type: none"> - Update to new company format - Update to include accurate job titles within the organisational structure of SLT, OLT, Nature Nursery Structure and Safeguarding responsibilities - Updated where appropriate to refer to any new company system requirements
			<ul style="list-style-type: none"> - Clarification of equipment provided and available - Inclusion of discussion of procedures to take place in the different areas of the Nursery – dedicated nappy change cabinet, forest setting - Details on use of the dedicated toilet and sink area - Instruction that no photographic evidence of nappy use and toilet training is to be recorded, only verbal or written information to be passed to parents
3	14/11/2023	J Burlingham	<ul style="list-style-type: none"> - Update to EYFS document reference

1. Introduction

- 1.1 Essex Wildlife Trust are committed to safeguarding and promoting the welfare of young children and expects all staff, volunteers, and visitors to share this commitment.
- 1.2 Intimate care is any care that involves washing, touching, or carrying out an invasive procedure (such as cleaning a child after soiling themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes, as part of a practitioner/practitioner’s duty of care.
- 1.3 The issue of intimate care is sensitive and requires practitioners to be respectful of the child’s needs.
- 1.4 The child’s dignity will always be preserved with a high level of privacy, choice, and control.
- 1.5 Practitioners will work in partnership with parents/carers to provide continuity of care to children whenever possible.

2. Scope

- 2.1 This policy and procedure applies to all the children using Nature Nursery facilities, the staff and any volunteers.

3. Purpose of Policy

- 3.1 This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of the highest health and safety standards.
- 3.2 We aim to support children's care and welfare daily in line with their individual needs.
- 3.3 All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.
- 3.4 Relevant information regarding toileting, intimate care and progress will be shared between parents and the key person on arrival and departure of the child.

4. Policy Statement

- 4.1 These procedures are written in line with current guidance EYFS. The Nursery Manager or nominated deputy is responsible for ensuring all staff understand and follow this policy and the procedures detailed.
- 4.2 No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent.
- 4.2 We will work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.
- 4.3 We will provide nappy changing facilities and exercise good hygiene practices to accommodate children who are not yet toilet trained.
- 4.4 We will see toilet training as a self-care skill that children can learn with the full support and non-judgemental concern of adults.

5. Procedure

5.1 General Procedures

- 5.1.1 Our key persons will discuss with parents any 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.
- 5.1.2 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.
- 5.1.3 Our key persons undertake changing children in their key groups; the buddy key person will change them if the key person is absent.
- 5.1.4 Young children are changed by their key person or buddy key person whilst always maintaining their dignity and privacy.
- 5.1.5 Our changing area is located in the designated changing area in the cabin in Badger's Garden. There is also a designated area within the forest setting when required.
- 5.1.6 Each child has their own basket with their nappies/pull ups and changing wipes, creams with any allergy related information. Relevant changing materials can be taken to the forest setting when needed for each child. The emergency evacuation bag also contains appropriate changing materials.
- 5.1.7 If an off-site visit is planned, the Nursery Manager or appropriate deputy will ensure sufficient supplies for changing are available for each child as necessary.
- 5.1.8 Staff put on gloves and aprons before changing starts and the area is prepared. A paper towel is put down on the changing mat freshly for each child. All our staff are familiar with our hygiene procedures and carry these out when changing nappies.
- 5.1.9 Staff never turn their back on a child or leave them unattended whilst they are on the changing mat.
- 5.1.10 Staff are gentle when changing; avoiding pulling faces and making negative comments about 'nappy contents'.
- 5.1.11 Staff will never make comments about children's genitals when changing their nappies. If any medical changes or concerns regarding the health of the child are noted, they will be treated, recorded, discussed with parents and/or referred as appropriate following relevant procedures.
- 5.1.12 Staff will ensure that nappy changing is relaxed and a time to promote independence in young children.
- 5.1.13 Staff encourage children to take an interest in using the toilet e.g. they may just want to sit on it and talk to a friend who is also using the toilet.
- 5.1.14 Staff encourage children 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.

- 5.1.15 The Nursery will supply anti-bacterial hand wash liquid soap suitable for young children; young skin is quite delicate and some anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection. Some children may require specific cleaning products e.g. wipes and soaps, due to allergies or preferences, which will be kept labelled and separate and used only for that child.
- 5.1.16 Older children access the toilet whenever they have the need to and are encouraged to be independent.
- 5.1.17 Disposable nappies and pull ups are disposed of hygienically. All nappies and pull ups are bagged and placed in the PHS waste bin and emptied at the end of the day into the main designated refuse bin offsite.
- 5.1.18 Re-usable nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for parents to take home.
- 5.1.19 Staff have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and may well be a disciplinary matter – any incidences of concern will be referred to the Nursery Manager or nominated deputy.
- 5.1.20 Nappy changing, toilet use, toilet training and intimate care will not be photographically documented and included in the child's observation log. Technology is not permitted within the changing areas. Updates may be given to parents in a written or verbal format only.

5.2 Badger's Garden Nappy changing procedure

- 5.2.1 There is a dedicated nappy changing station at the cabin area within Badger's Garden containing all appropriate equipment
- 5.2.2 The nappy changing mat is disinfected between each use with antibacterial spray or wipes and all waste discarded to the specific bin which is emptied daily.
- 5.2.3 All children should be changed as and when needed, but at least 3 times daily, morning, lunch and afternoon. Whenever possible the child should be changed by the keyperson or buddy keyperson.
- 5.2.4 All nappy changes must be recorded by the member of staff responsible on the appropriate paper and electronic records. It should be recorded whether the nappy was wet (W), soiled (S) or dry time of the nappy change and initialled by the member of staff, along with the time.
- 5.2.5 The step by step procedure is as follows:
 - 5.2.5.1 The child is lifted on to the changing station, using appropriate manual handling procedures.
 - 5.2.5.2 The key person puts on clean disposable gloves and plastic apron.
 - 5.2.5.3 The child's soiled nappy is removed and placed in a nappy bag.
 - 5.2.5.4 The child is cleaned thoroughly using their own wet wipes and nappy cream as necessary.
 - 5.2.5.5 The key person removes their gloves, peeling them inside out from the wrist and placing them in the soiled nappy bag.

- 5.2.5.6 A clean nappy/pull up is put on the child, before they are lifted off the change mat and dressed.
- 5.2.5.7 The nappy change mat is cleaned with anti-bacterial spray and wipes, and the soiled nappy bag placed in the specified waste bin.
- 5.2.5.8 The child is supported to wash their hands thoroughly with soap.
- 5.2.5.9 The key person washes their hands thoroughly with soap.

5.3 Forest setting nappy changing procedure

- 5.3.1 There is a dedicated nappy changing station and pop-up tent stored within the forest setting area
- 5.3.2 All appropriate changing equipment will be available within the forest setting as detailed in section 5.2 above
- 5.3.3 The changing process will reflect that detailed in section 5.2 above, with the exception that the child will not be lifted onto the station, as the change mat is located on the floor area
- 5.3.4 Waste will be transported from the forest setting back to the main toilet area for disposal as detailed in sections 5.1 and 5.2

5.4 Badger's Garden Toilets

- 5.4.1 There are 4 children's toilets within the cabin area in Badger's garden, each at an appropriate size and with appropriate seating, toilet roll, soap and touch responsive sink
- 5.4.2 Children may use the toilets independently, and are encouraged and reminded of good hygiene practices
- 5.4.3 If requested, children may be accompanied to the toilet by a practitioner, who will encourage proper procedure
- 5.4.4 Children are encouraged to wipe their own bottom if they are toilet trained. If required, practitioners assist the child using gloves and a wet wipe to ensure child is cleaned thoroughly.
- 5.4.5 Toilets are cleaned and disinfected at least daily – if necessary cleaning may occur more frequently as the toilets are checked regularly by staff members
- 5.4.6 A separate bank of sinks is provided at the front of the cabin with soap and paper towels for regular hand washing. This is separate to the hand washing area used for food preparation within the kitchen area.

5.5 Forest Setting Toilets

- 5.5.1 A transportable toilet will be set up in the designated area of the forest when required, with a privacy screen
- 5.5.2 The toilet will contain a waste bag, and toilet roll, soap, wipes and refuse bags are available at all times, along with a supply of water
- 5.5.3 Sawdust may be used within the toilet if required
- 5.5.4 Children are encouraged to use the toilet in the forest setting following the same procedures in section 5.4, including hand washing procedures
- 5.5.5 At the end of the day the bag is sealed and transported off site separate from the children
- 5.5.6 Children are encouraged to wash their hands in the sink bays on return from the forest setting

6. Appendices

This policy is to be read in conjunction with wider Essex Wildlife Trust Policies and Procedures and other documents

- 6.1 EYFS - Statutory framework for the Early Years Foundation Stage (up to date version available via Government website)
- 6.2 First Aid Policy
- 6.3 Health and Safety Policy
- 6.4 Medication Policy and Procedure
- 6.5 Nappy Changing Chart
- 6.6 Nature Nursery Risk Assessments
- 6.7 Observations, Planning and Assessment Policy and Procedure
- 6.8 Outings and Visits Policy and Procedure
- 6.9 Safeguarding Children, Young People & Adults at risk policies and procedures Part 1 and 2
- 6.10 Waste collection contract