

Respectful Intimate Care & Nappy Change Procedure

At **ABC Childcare Services Cheshire LTD/ ABC at The Mill Children's Day Nursery LTD** we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. Children need to feel safe, secure and happy so we expect nursery staff to be responsive to children's needs, whilst maintaining professionalism. We accept that children need to be cuddled, encouraged, held and offered physical reassurance, and ensure intimate care routines are undertaken in a safe, respectful and child-centred way.

Intimate care routines may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required. In order to maintain the child's privacy, we will carry out most of these actions on a one-to-one basis and, wherever possible, by the child's key person. First aid treatment will be carried out by a qualified paediatric first aider.

Providing intimate care involves working with children when they are particularly vulnerable, which can provide heightened opportunities for abuse. Therefore, to promote good practice and minimise the risk of allegations we have the following guidelines to ensure staff are fully supported and able to perform their duties safely and confidently.

Management

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures and arrange specialist training where required, i.e. paediatric first aid training, specialist medical support
- Follow up procedures through supervision meetings to identify any areas for development or further training
- Ensure all staff have an up-to-date understanding of the Safeguarding children and child protection policy, including how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise concerns
- Operate a **Whistleblowing policy** to help staff raise any concerns about their peers or managers and help staff develop confidence in raising worries as they arise in order to safeguard the children in the nursery
- Conduct working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff including intimate care routines
- Conduct regular risk assessments on all aspects of the nursery operation, including intimate care, and review the safeguards in place. The nursery assesses all the risks relating to intimate care routines and uses appropriate safeguards to ensure the safety of all involved. No recording devices are allowed in these areas. Paper charts are used to record nappy changes.

Environment

- Be visible to other staff such as leaving the door or pull the curtain (in change areas) open when changing children's nappies, soiled or wet clothing, or other intimate routines.
- Ensure children are afforded privacy and dignity during intimate care routines, whilst balancing this with the need to safeguard children and staff.

Parents

- Work closely with parents on all aspects of the child's care and education as laid out in the Parents as partners policy. This is essential for intimate care routines which require specialist training or support
- If a child requires specific support the setting will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.

Relationships

- Although we recognise it is appropriate to cuddle children, we give cuddles only when sought by children needing comfort to support their emotional development. Staff are advised to do this in view of other children and practitioners, whenever possible. We recognise that there may be occasions where it is appropriate for this to happen away from others, such as when a child is ill. In these circumstances, staff are advised to leave the door open. It is the duty of all staff and the manager to ensure that children are appropriately comforted and to monitor practice
- We will respectfully not kiss or be kissed by children, instead saying 'that's lovely that you want to kiss me, how about a high five instead' or words to that effect to ensure the child doesn't feel rejected but maintains a professional boundary.
- We discourage inappropriate behaviour such as over tickling, over boisterous play or inappropriate questions such as asking children to say they love a staff member, and we advise staff to report any such observed practice
- Staff are respectful of each other and the children and families in the nursery and do not use inappropriate language or behaviour, including during breaks.

If a parent or member of staff has concerns or questions about intimate care procedures or individual routines, practice procedures or behaviour they consider as inappropriate, including between staff members, they are urged to see the manager at the earliest opportunity.

Management will challenge inappropriate behaviour in line with the Supervisions policy, Disciplinary procedure or Whistleblowing policy. **Nappy Change Procedure**

Our nappy changing policy is in accordance with the families' requests, consistent with the children's physical and emotional abilities and in compliance with Ofsted regulations. We are working towards our sustainability pledge to reduce single use plastics, and this has been brought into our procedure by using a wipeable apron and hand dryers, where possible.

Procedure

A child's nappy must be changed promptly when wet or soiled. Where there is a soiled nappy or outbreak of any virus, staff must wear a wipeable or disposable apron for all nappy changes and a new set of gloves for each child. Both child and staff member must wash/sanitize their hands after changing a nappy.

The nappy changing area is away from the food preparation area.

CHILDREN MUST NEVER BE LEFT ON A CHANGING MAT.

Procedure

1. Ensure you have a clean nappy, wipes and any other supplies before changing the child.
2. Put on an apron. Usually this will be a wipeable one to reduce the single use plastics unless a disposable one is required. Where a child has soiled, gloves must be worn. When a child is wet, one glove or good handwashing to reduce the spread of infection will suffice.
3. Wash and dry the child using the appropriate washing materials, such as wipes or cotton wool. Using the wipes or the cotton wool and warm water, wipe the genital area front to back.
4. If nappy cream is required, we will apply Sudocrem. If parents wish to provide an alternative cream, they may do so. This needs to be named and in the original pot and instructions for use followed. If prescribed a medication form is to be completed.
5. Put on a clean nappy. The child may need a new set of clothes as well. These should be supplied by the parents/carer.
6. Ensure child is fully engaged by talking and singing with them.
7. Place individual nappy if wet, straight into the nappy bin. If soiled, put into a nappy sack first, then into the nappy bin provided.
8. Place the nappy creams back in the child's bag or basket.
9. Spray changing mat and apron with antibacterial spray, wait the allocated 30 seconds contact time as per the spray and use paper towels to clean ready for the next person to use.
10. Where a child has touched any areas of themselves during the change, wash the child's hands thoroughly with liquid soap and running water. Dry hands on a disposable paper towel or via the air dryer.
11. Write down the nappy change on the child's nappy chart and daily communication form.
12. If reusable nappies are to be used, this will be in consultation with the staff team.
13. Soiled nappies or clothing will be rinsed and placed in a named bag ready to be sent home that day".
14. If soiled items are left behind at the end of the day these should be put through the wash.

This policy was adopted on	Signed on behalf of the nursery	Date for review
August 2026 Reviewed October 2026		August 2027