



**FLASH LEY COMMUNITY PRIMARY SCHOOL
& NURSERY**

NAPPY CHANGING & PERSONAL CARE POLICY

Produced by: Mrs R Hughes

Approved by: _____

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Intention:

At Flash Ley we understand all children develop at different rates and have their own individual needs. Whilst we intend for all children to be toilet trained upon entering Nursery, we understand this is not developmentally appropriate for all. Staff at Flash Ley will work in partnership with Parents and Carers to support children's toilet training and ensure all children's needs are met. This policy aims to outline nappy changing and personal care procedures so both children and staff feel safe, secure and appropriately safeguarded at all times during these moments.

Implementation:

We value all children within our setting as individuals and will work with Parents and Carers to support them in successfully toilet training. Within the Early Years department (Voyage, Nursery and Reception) staff and parents are required to adhere to the following procedures. These may be adapted on an individual basis, but form the key guidelines for nappy changing and toileting. Your child will primarily be changed by their key person, class teacher or teaching assistant but may be changed occasionally by others where required. All staff who nappy change/toilet train are trained in safeguarding. No students/volunteers or visitors are permitted to nappy change at any time.

Nappy Changing:

- Parents/Carers must provide nappies and wipes for children and ensure enough of these are available for the duration of their day.
- Changing must take place in a designated area – toilets/nappy changing station. No children are changed within classrooms or communal areas.
- Children will be checked and changed at regular intervals. Staff will use their professional judgment on when to change each child based on the duration they spend with us. All soiled children will be changed immediately.
- Children will be changed on designated changing mats, which are cleaned between each use. Older children may be changed on a mat on the floor for safety.
- Before changing children, staff must ensure they are wearing gloves, which are changed between each child.
- Children will be made to feel safe and comfortable by staff, children's privacy will be respected at all times.
- In order to clean children and ensure good hygiene, staff are required to use physical touch to wipe the outer part of intimate areas only.
- All soiled items will be placed within nappy sacks and disposed of in designated waste bins.
- Both staff and children will hand wash after each change.
- A nappy changing record will be kept by staff.

Toilet Training:

- Our staff are highly trained in child development and whilst development can be different for all children, toilet training is a key part in growing their independence, confidence and self-care skills. When children display that they are developmentally ready to toilet train, staff will work closely with Parents/Carers to achieve this. Where Parents/Carers do not support children and staff in this cooperatively, they will be required to nappy change children during the day within school themselves. Staff will contact parents to change children when soiled and at regular intervals.
- Parents/Carers are required to provide wipes and spare changes of clothes for children who are toilet training.
- Children will be encouraged and supported to access potties and child size toilets through their day.
- Potties are stored within bathrooms and no potties will be used in classrooms or communal areas. Potties are cleaned between each use.
- Children will be assisted in undressing to use potties/toilets if needed, but will be supported to develop independence in their own dressing and hygiene routines. Staff will model to children good hygiene practise, such as wiping, but will only do this for children when necessary. Physical touch between staff and children is kept to a minimum.

Personal Care:

- At times staff may be required to deliver personal care to children. Personal care can be defined as cleaning or changing. During these situations children may need to remove clothing, exposing sexual and non-sexual parts of the body.
- Only familiar staff with safeguarding training (Class teachers/Teaching assistants) are permitted to deliver personal care. No students, volunteers or visitors are permitted to deliver/witness personal care.
- When changing children for example, following toileting accidents or for physical education/activities, staff will ensure children understand the purpose of the personal care delivered. They will aim to ensure children feel comfortable and safe.
- Changing following toileting accidents must take place within bathrooms and not classrooms or communal spaces.
- A changing record is kept to record when children have been changed due to toileting accidents. Clothes will be placed in a nappy sack and sent home with children along with a letter for Parents/Carers explaining why children have been changed.
- Children may at times change for physical education/activities. This may take place in communal changing rooms/classrooms. In these situations staff are mindful of dignity and privacy and will encourage children to shield themselves and change in appropriate areas. No underwear is removed when changing for physical education/activities.
- Physical touch is kept to a minimum and staff will support. Model and encourage children to deliver their own personal care.

Beyond Early Years:

- Where children require nappy changing/toilet training beyond Early Years for medical/special education needs staff will work in partnership with parents to create individual care plans and procedures.

Impact:

- Children and staff feel safe and comfortable in situations which involve personal care.
- All children are supported to develop good hygiene practises and understand the need for personal care skills.
- Parents/Carers understand that children in Early Years at times require personal care and understand the procedures staff will follow and feel comfortable with safeguarding practises.
- Parents/Carers and staff work in partnership to ensure children develop age appropriate self-care skills.