



Senior Manager & Nominated Individual: Miss C Bates

Initial Policy date	September 2025	Next scheduled review	October 2026
Resources and Nursery Governor approved	September 2025	Key person/People	Charlotte Bates

Intimate Care Routine Policy

At **Rotherly Day Nursery** we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. At times, children need to be cuddled, encouraged, held and offered physical reassurance.

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.

In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis by familiar, experienced key practitioners: the exception to this would be in the case of first aid treatment which must be carried out by a qualified first aider. We recognise that children's privacy must always be respected, wherever possible colleagues will consider how children's privacy can be respected when supporting their toileting needs.

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 nursery colleague involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties by implementing the following actions:

- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works.
- Ensuring all nursery colleagues undertaking intimate care routines have suitable enhanced DBS checks.
- Training all nursery colleagues in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. paediatric 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.

- Conducting thorough inductions for all new nursery colleagues to ensure they are fully aware of all nursery procedures relating to intimate care routines.
- Following up procedures through observations, supervision meetings and appraisals to identify any areas for development or further training.
- Working closely with parents on all aspects of their child's care and education, we highly value their input as we acknowledge that they know their child best. This is essential for intimate care routines, which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent(s) to gather all the relevant information required to enable colleagues to care for the child fully and meet their individual needs.
- Ensuring all colleagues have an up-to-date understanding of safeguarding/child protection to enable them to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the settings safeguarding/child protection policy.
- Operating a whistleblowing policy to help staff raise any concerns about their peers or managers: to help staff develop the confidence to raise concerns as they arise to safeguard the children in the nursery.
- Conducting working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by all colleagues - this includes intimate care routines.
- Conducting regular risk assessments on all aspects of the nursery operation plan.
- Having regular reviews of intimate care routines to ensure that safeguards are in place and remain relevant.
- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works and who they will be working with.
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensuring that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests.
- Our procedures meet best practice identified by UK Health Security Agency; Health protection in children and young people settings, including education.

Nappy changing and toileting

For all children, parents/carers and colleagues. The nappy and toileting policy offers guidance to ensure that all children's personal and hygienic needs are met and that good hygiene practices are followed to keep children comfortable and clean. We aim to build the children's confidence and self-esteem when using the toilet or having their nappy changed.

The key person and base room colleagues ensure that the parents/carers provide the necessary items or clothing to support with the children's nappy changes or toilet training routines.

Nappy changing procedure

- All nappies and wipes must be provided by the parent/carer.
- If a child requires any creams to be applied this must also be provided by the parent/carer and clearly labelled with the child's name.
- Children will be changed at least twice daily and anytime in between when they have soiled or considered uncomfortable.
- All nursery colleagues will check children's nappies regularly and will change when needed.
- All nursery colleagues must inform other nursery colleagues if they are going to change a nappy or to take a child to the toilet. This ensures that the staff to child ratio is adhered to at all times.
- Nursery colleagues to ensure supplies are ready before starting the nappy changing routine.
- No child will ever be left unattended during nappy change routine – on changing unit or room.
- If a child becomes sore whilst they are at nursery, the parent/carer will be informed via the Family app and when the child is collected.
- Nursery colleagues record every nappy change and relevant details, including person who changes the nappy, type of movement and any cream applied, on the Family app.
- Use a new disposable apron and pair of gloves for each soiled or uncontained nappy change and always wash hands before and after using gloves.
- Gloves must be cleaned with alcohol gel in-between nappy change, where necessary
- Soiled nappies will be securely wrapped and disposed of appropriately.
- Changing mats are cleaned, disinfected, and dried thoroughly after each nappy change.
- Changing area/ toilet to be always left clean.
- Warm water and soap is available to wash hands as soon as changing is done
- Paper towels are available to dry hands.
- The steps of the nappy changing unit must be stored away until a child is ready to climb them and when children are laying on the changing mat.
- Colleagues will ensure they have all the equipment they need and access to fresh water before each nappy change.
- When changing nappies the nappy room door must be kept open and or the privacy curtain pulled across.

Toilet training policy

Starting toilet training at an Early Years setting is always an important and potentially challenging time for both children and their parents/carers, it is also a time of growth and rapid developmental change.

Children progress at their own pace and as with all development milestones there is a wide variation in the time in which children have developed the skills involved in toilet training. Some children may be fully toilet trained when they join the setting others may need gentle reminders and encouragement to gain the confidence to develop their independence with their toilet training skills.

The key person and SENCO will support parents/carers to feel confident to commence toilet training at home and will give regular feedback with them on the progress their child is making with their toileting routine in the setting/home. The SENCO will also support any SEND children and their parents/carers by putting into place any additional support such as toileting visuals or toileting equipment to support them to master each step involved being able to manage their own toileting routine.