**Intimate care Policy**

To protect both staff and children this policy outlines how intimate care will be managed by Flexi-Minder staff.

Flexi-Minder

Nappy Changing

Nappy changing times are scheduled into the daily routine and take place at 10, 2 , 4. However, soiled nappies will be changed as soon as possible.

Qualified staff only will always change children where there is a colleague within sight. This is part of making sure we have a culture of openness which safeguards children and ensures all adults follow safe working practices. Children will always be changed where possible by their key person and or a familiar adult.

Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Nappy Changing Procedure

* Gather all the necessary items needed before each nappy change.
* Wash and dry your hands.
* Gloves and aprons are available for staff members to use.
* Approach the child and say or sign that it’s time for a nappy change.
* Place the child on a nappy changing station.
* Remove the child’s clothing to access the nappy. Remove the nappy and place it inside the nappy sack. If the child’s clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
* Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in the nappy bin.
* Put on a clean nappy and apply cream if necessary (this will be provided by parents).
* If used, take off the gloves and apron and place the gloves in the nappy bin. Place the apron on top of the bin.
* Dress the child.
* Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
* Wash your hands using liquid soap, warm water and paper towels.
* Take the child back to the room.
* Return to the nappy changing area, clean the changing mat, apron and surrounding area before. Then wash and dry your hands.

Potty Training

We work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

**Written on 09/10/2015 by Sally Wilson Crookes and Haylea Osborne**

**Reviewed on 27/09/2016 by Sally Wilson Crookes**

**Reviewed on 26/03/2018 by Lucy Allcock**

**Reviewed on 13/03/2019 by Lucy Allcock**

**To be reviewed again before 13/03/2020**