

09 Early Years Practice Procedures

09.09 Intimate care and nappy changing

Our Approach

Prime times of the day make the best use of routine moments to emotionally tune in to children and create meaningful opportunities for learning, communication and connection while attending Peekaboo Childcare.

Children's privacy and dignity are always respected during nappy changing and toileting, while being carefully balanced with safeguarding responsibilities.

Nappy changing is not just a care task – it is a key time for closeness, reassurance, communication and learning.

Babies

Safety, Privacy & Dignity

- Babies and young children are usually changed within sight or hearing of other staff, while maintaining full dignity and privacy
- Where layout makes this difficult, the setting manager completes a risk assessment and alternative safeguards are put in place

Key Person Approach

- Each key person is responsible for monitoring changing/checking times for babies and toddlers
- Key workers are responsible for noting if a child has any particular information such as using their own nappy cream or using their own wipes - this must be displayed by nappy changing areas.
- Babies are changed by their key person wherever possible
- A secondary key person will step in if the main key person is absent

Preparing the Area

- Changing areas are:
 - Warm
 - Calm

- Free from bright lights shining into babies' eyes
- Staff wear aprons and prepare the area before changing begins
- Gloves are available for:
 - Heavily soiled nappies
 - Illness
- All staff follow strict hygiene procedures

♥ A Calm, Caring Experience

- Nappy changing is a relaxed, positive and reassuring time
- Babies are never left unattended on a changing mat
- Staff are gentle and responsive:
 - Talking softly
 - Making eye contact
 - Responding to sounds and cues
 - Allowing time for play and familiar rituals (e.g. gentle tickles)
- Staff never make negative comments about nappies or contents

🛑 Appropriate Practice

- Staff do not make inappropriate comments about babies' genitals
- Staff do not pull back a baby boy's foreskin unless there is a genuine hygiene need

📝 Nappy Changing Records

- Each nappy change is recorded, noting:
 - Wet or stool
 - Anything unusual (e.g. colour, consistency)
 - If any nappy cream has been applied
- At Peekaboo Childcare, we use the Bristol Stool Chart, recording stool types by number rather than description

🚨 When Concerns Are Noted

- Parents are informed if:
 - A baby does not pass stools
 - Stools are hard, shiny, or difficult to pass (possible constipation)
- Constipation is not considered normal, and staff work closely with parents to adjust feeds or diet
- Unusual stool colours are monitored:
 - Black, green or very white stools require medical advice
- Very watery stools may indicate diarrhoea:

- Strict hygiene procedures are followed
- Parents are informed
- Collection may be required if symptoms continue

Sore Bottoms

- Soreness may be caused by:
 - Diet
 - Products used
 - Allergies
- This is always:
 - Noted
 - Discussed with parents
 - Managed with a shared care plan
- If medicated cream is used, this is recorded following Procedure 04.2 – Administration of Medicine
- We supply sudocrem at nursery which we apply when children are sore, unless parents have informed us not to do so, or they have requested we use their own cream which they must provide.

Young Children, Intimate Care & Toileting

Key Person Care

- Key persons change children in their key group wherever possible
- Back-up key persons support in their absence

Supporting Toilet Training

- From around two years old, parents are encouraged to use pull-ups (with parental agreement)
- This supports confidence and independence in toilet training

Safe & Comfortable Facilities

- Changing areas are:
 - Warm
 - Appropriately located
 - Equipped with safe surfaces for cleaning
- Children who refuse to lie down may be changed standing, if hygiene can still be maintained

Encouraging Independence

- Nappy changing is calm and supportive
- Children are encouraged to:
 - Show interest in the toilet
 - Sit on the toilet if they wish
 - Chat with peers appropriately
- Children are supported to:
 - Wash hands
 - Use soap and hand towels
 - Explore water safely and playfully

Children who are actively toilet training are taken to the toilet at least every half an hour. Staff may use alarms to ensure this is happening.

Cultural Sensitivity

- Wipes and water are normally used
- Where cultural practices involve washing and drying with towels:
 - Reasonable adjustments are made in consultation with parents
 - If not possible, reasons are clearly explained

Respect & Professionalism

- Staff:
 - Do not make inappropriate comments about children's bodies
 - Avoid negative facial expressions or remarks
- The same care procedures for sore bottoms apply as for babies

Older Children

- Older children are encouraged to:
 - Use the toilet independently
- Staff do not wipe unless:
 - The child asks
 - There is a clear need

We will only log toileting visits for older children if a staff member has intervened or helped in any way - such as wiping bottom, pulling up clothes or applying cream.

Clothing & Accidents

- Parents are encouraged to provide spare clothes for potty-training accidents
- Setting spare clothes are:
 - Gender-neutral

- Clean
- In good condition
- Available in a range of sizes

Safeguarding & Neglect

- Leaving a child in a wet or soiled nappy/pull-up may constitute neglect
- This would be treated as a serious disciplinary matter

Designated Areas Only

- Nappy changing is always carried out in designated areas
- Children are never changed in play areas

In Summary

Nappy changing and toileting at our nursery are:

- ✓ Safe
- ✓ Respectful
- ✓ Child-centred
- ✓ Developmentally supportive
- ✓ Safeguarded at all times