Aclet Close Nursery School Intimate Care Policy

Policy written: October 2025

Policy renewal: October 2026, October 2027

1. Policy Statement / Purpose

1.1 Aclet Close Nursery School aims to support children's care and welfare on a daily basis, in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance.

1.2 Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing (see section three), supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

1.3 In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's keyworker, with the exception of the first aid treatment that will be conducted by a qualified first aider.

2. Intimate care Routines

2.1 We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm, as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. It is important we have measures in place to prevent abuse, maintain children's dignity and create an environment in which all children feel safe and comfortable.

Through the following actions we will endeavour to support all parties:

2.2 Promote consistent and caring relationships through the key person system in the Nursery and ensure all parents/carers understand how this works.

2.3 Ensure all staff undertaking intimate care routines have suitable enhanced DBS certificates.

2.4 Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support.

2.5 Conduct thorough inductions for all new staff to ensure they are fully aware of all Nursery procedures relating to intimate care routines.

2.6 Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training.

2.7 Working closely with Parents/Carers on all aspects of the child's care and education. 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/Carers to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.

2.8 Ensure all staff have an up-to-date understanding of child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner.

2.9 The setting operates a whistle blowing policy as a means for staff to raise concerns relating to their peers. The leadership team will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the Nursery.

2.10 The management team regularly conducts 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. This includes intimate care routines.

2.11 Staff will be trained in behaviour management techniques, as applicable.

2.12 The Nursery conducts regular risk assessments on all aspects of the nursery operation and this area is no exception. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

3. Nappy Changing

3.1 Wherever possible, each child's key person will change nappies according to the child's individual needs and requirements.

3.2 We will enable a two-way exchange between Parents/Carers and key person so that information is shared about nappy changing and toilet training in a way that suits the Parents/Carers and meets the child's needs. Parents/Carers will be engaged in the process of potty training and supported to continue potty training with their child at home.

3.3 We will use appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation and serving areas.
- Changing mats have sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded.
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a nappy sack before being placed in the nappy bin. Nappy bins are regularly emptied.
- Each child must have their own creams and lotions for any non-prescription cream for skin conditions e.g. Sudocrem.
- If any creams have an open cream jar symbol which is the 'Period after Opening applies' then these must be a new sealed tub/tube as we cannot be certain of the date it was opened. If they only have an expiry date, then we will except an open/ used tub.
- These are supplied by the Parent/Carer and must be clearly labelled with the child's name. Prior written consent is obtained from the Parent/Carer. When applying any creams, a gloved hand is used.
- When a child is wearing a reusable nappy we will follow the Parents/Carers wishes e.g. we will dispose of the liner if a child has soiled/wet the reusable nappy and the reusable nappy will be placed in the child's nappy bag for Parents/Cares to collect at the end of the day.

3.4 Staff changing nappies will:

Ensure staff hygiene procedures are followed appropriately, to wash hands before starting nappy change, to put on a new pair of gloves, wear a disposable apron, which must be changed if it becomes soiled or urinated on, and a new pair of gloves for each nappy change and to wash hands after nappy changing has finished.

- Clean, disinfect with antibacterial spry and dry mats thoroughly after each nappy change.

3.5 Staff will:

- Talk to the child and explain they will be changing their nappy.
- Use 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.
- Ensure that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests.
- Ensure that no child is left unattended during the nappy changing time.
- Students only change nappies with the support and close supervision of a qualified member of staff.
- Child's nappy to be checked regular throughout the session.

3.6 When children are toileting staff will:

- Ensure children are always encouraged to toilet alone and maintain their dignity;
- One child per toilet cubicle and when using the potty;
- When children need to be changed following any toileting accidents, this will be done within the toilet cubicle or nappy changing area, away from the other children.

4. Concerns or Questions

If any Parent/Carer or member of staff has concerns or questions about intimate care procedures or individual routines, please speak to one of our Co-Head Teachers at the earliest opportunity.

5. Related Documents

Administration of Medication Policy
Child Protection Policy