**Mary Paterson Nursery School**

Personal Care Policy and Procedure

This policy sets out the clear principles and guidance on supporting children’s needs with specific reference to nappy changing.

**2 year old offer**

Most children attending the 2 year old offer are wearing nappies when they start at the setting. We work with parents towards toilet training at the appropriate age, unless there are medical or developmental reasons why this may not be appropriate at that time.

**3/4 year old offer**

When children start in the nursery we expect them to be toilet trained unless there are medical or developmental reasons why this may not be possible.

We have necessary provision in our bathrooms in order to accommodate children who are not fully toilet trained.

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.

**Aims**

The aims of this policy and associated guidance are:

* To safeguard the rights and promote the welfare of children
* To provide guidance and reassurance to staff who are required to change a child’s nappy
* To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
* To protect children from discrimination, and ensure inclusion for all.

**Basic Principles**

At Mary Paterson Nursery School we will bear in mind the following principles when nappy changing:

* Children have the right to feel safe and secure
* Children will be respected and valued as individuals
* Children have the right to privacy/dignity when staff are meeting their needs
* Children are supported in their understanding of toileting procedures so that they are led to independence

**Vulnerability to Abuse**

We will ensure that all staff are familiar with our Safeguarding Children Policy and Procedures to develop children’s resilience and to protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by members of staff they have a close relationship with, and it is important that we signal our intention to change a child’s nappy/ change wet clothes and ask for the child’s consent, as appropriate for their development.

Staff should always change children in an area which allows for privacy but which is not closed off. This is part of making sure we have a culture of open-ness which safeguards children and ensures all adults follow safe working practices.

It is essential that if any member of staff has a concern about safe and appropriate nappy/clothes changing that they raise their concern immediately with the Designated Safeguarding Lead.

**Achieving Continence**

At Mary Paterson Nursery School we will encourage our 2 year olds to achieve continence when they exhibit signs that they are ready.

In addition, staff ensure that nappy changing is relaxed and a time to promote independence in young children.

**Protection for staff**

Nappy changing procedures will be carried out only by a permanent member of staff, protection being afforded to the single member of staff in the following ways:

* Staff will be trained in good working practices.
* Staff will inform another member of staff discreetly that they are taking the child to carry out a care procedure.
* If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to the Safe Guarding Lead and recorded.
* Where staff are concerned about a child’s actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the lead for safeguarding immediately.
* Staff will be trained in the area of intimate/personal care for children with specific needs and procedures for safe moving and handling. This will be recorded on a health care plan.
* Only permanent members of staff will change nappies.
* Agency staff will not change nappies.

**Nappy Changing Procedure**

**We wish to ensure the safety and welfare of the children whilst being changed 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. Through the following actions we will endeavour to support all parties:**

We will follow the Nappy Changing Procedure below:

* Ask parents to sign a consent form to allow the use of wet wipes.
* Gather all the necessary items needed before each nappy change, for example, nappy, wipes, and nappy sack.
* To prevent infection, wash and dry hands.
* Put on gloves, an apron and PPE( masks and shield) . **You should use a new set of gloves and apron for each nappy change.**
* Approach the child and say or sign that it’s time for a nappy change.
* Place the child on a nappy changing mat. If using a pull down changing table secure the straps. Or child may stand to be changed if they are at the pull up stage.
* 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 by staff.
* Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. If the child is very distressed and refusing support from staff, phone and speak to parents. Tie the nappy sack and put it in the nappy bin or in the bin outside.
* Put on a clean nappy.
* Take off the gloves and apron and place them in the nappy bin or in the bin outside.
* Dress the child.
* Help the child to wash their hands if necessary using soap and warm water. Dry their hands.
* Take the child back to the room.
* Return to the nappy changing area, clean the mat, and surrounding area. Wash and dry your hands.
* Make a note of the procedure on the nappy changing list.

***Reviewed – September 2020 in line with COVID-19 DfE advice.***