

## 5. Intimate Care Policy & Procedure

### 5.1 Statement

At Wyke Community and Children's Centre all employees who have a responsibility for the intimate care of children will undertake their duties in a sensitive, respectful and professional manner.

### 5.2 Implementation & Procedure

Wyke Community & Children's Centre provide care and education for children aged 0-5yrs old and it is part of our care role to change nappies as and when required. Parents/carers will provide their own nappies as well as any other additional items such as wipes or creams. Our employees will work together with parents/carers to provide support when their child is ready to begin toilet training.

### 5.3 Nursery Staff must:

- Change all nappies according to the rota within the specified room and whenever needed in between (Senior Nursery staff are responsible for supervision of the changing area).
- Put on gloves and aprons provided before changing nappies.
- Always ensure that the child is safe whilst on the changing unit, if the child is too big, place on the floor to change the nappy.
- Use this time to talk to the child - this will help them feel safe and reassured.
- Double bag soiled nappies and place them in the yellow bag bin provided.
- Clean the changing area thoroughly, with the provided disinfectant.
- Sign the 'Nappy change tab on the child's FAMILY log when finished.

Children with medical conditions may require staff to perform invasive or non-invasive medical procedures such as assisting with a colostomy bag. These procedures must only be carried out after appropriate written authorisation has been sought from the parent/carer. Any member of staff undertaking medical interventions will be appropriately trained.

### 5.3 Roles and Responsibilities

All childcare employees are responsible for ensuring that they understand and follow this policy and procedure.