



## Intimate Care and Nappy Changing Policy

### Introduction

Houghton and Wyton Pre-school is committed to providing safe, respectful, and dignified intimate care to meet the individual needs of every child. This includes personal care tasks such as nappy changing, toileting, washing, and dressing. All care is delivered in line with safeguarding best practice and is planned in collaboration with parents/carers.

### Aim

To ensure that intimate care, including nappy changing, supports children's well-being, dignity, independence, and safeguarding at all times.

### Objectives

We aim to:

- Deliver intimate care in a way that respects children's privacy and promotes their self-esteem.
- Safeguard both children and staff through appropriate procedures and supervision.
- Develop care plans in consultation with families that meet individual needs.
- Support children to develop independence in their self-care.

### Roles and Responsibilities

- **Pre-school Manager/Deputy:** Oversee all intimate care procedures and ensure risk assessments are in place and reviewed annually.
- **All Staff:** Trained and confident in delivering care; follow procedures; raise concerns as needed.
- **Parents/Carers:** Involved in developing and reviewing care plans.

### Implementation Procedures

#### 1. Planning and Agreement

- Intimate care plans are agreed upon with parents/carers and tailored to the child's age, needs, and stage of development.
- Staff known to the child and appropriately trained deliver care.
- Plans include strategies for promoting independence where appropriate.

#### 2. Respect and Communication

- Staff communicate with children throughout care routines, explaining each step in an age-appropriate manner.
- Children are addressed by name and encouraged to consent where possible.
- Privacy and modesty are maintained at all times.
- Cultural, religious, or personal sensitivities are considered and respected.
- Language used reflects agreed terminology with families and follows best practice (correct anatomical terms preferred).

#### 3. Hygiene and Practical Arrangements

- Nappies/pull-ups are checked and changed as needed, and at least every 3 hours.
- Gloves are worn and hands washed before and after changing.
- Changing mats are cleaned before and after use.
- Soiled nappies or clothes are securely bagged and returned to parents.



- The designated nappy-changing area ensures privacy, balanced with safeguarding; no mobile phones or cameras are permitted in this space.

#### 4. Record Keeping and Observation

- All instances of intimate care are recorded, including:
  - Time and date
  - Name of child
  - Name of staff member involved
- Records include any changes in behaviour, injuries, or unusual responses.
- Concerns (e.g., bruising, soreness, gaze aversion, freezing) are reported to one of the Designated Safeguarding Leads immediately.

#### 5. Supervision and Safeguarding Measures

- One-to-one situations are minimised; the number of adults involved should reflect what is necessary for safe practice.
- The setting considers the suitability of care locations, avoiding isolated or unsupervised areas where possible.
- Staff avoid behaviour that could be misinterpreted and report any incidents of concern.

#### 6. Promoting Independence

- Children are supported to participate in their care where possible (e.g., undressing, wiping, washing hands).
- Staff respond to the child's developmental readiness, fostering autonomy over time.

### **Safeguarding Considerations**

#### Grooming and Exploitation Risk

- Children with SEND or communication difficulties are at increased vulnerability.
- Staff are trained to recognise patterns of grooming (e.g., secrecy, coercion, excessive helpfulness) and to act on any concerns.
- Supervision protocols protect both children and staff from false allegations and harm.

#### **Responding to Allegations**

- Any allegation against a member of staff, volunteer, or student is reported immediately to the Manager or DSL.
- If the allegation involves the Manager/DSL, one of the Trustees or LADO (01223 727967) is contacted.
- Investigations follow the setting's Whistleblowing Policy.

#### **Whistleblowing**

- Staff can raise concerns without fear of repercussion through the Whistleblowing Policy.
- Concerns raised in good faith are protected under employment rights.

#### **Monitoring and Review**

- Intimate care procedures are reviewed at least annually or sooner if guidance changes.
- Individual plans are reviewed regularly in consultation with families.

#### **Legislation and Guidance**

- Children Acts 1989 & 2004
- Working Together to Safeguard Children (2018)



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- Statutory Framework for the EYFS (2023)
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Prevent Duty (Counterterrorism and Security Act 2015)
- Data Protection Act 2018
- UK GDPR

### **Acknowledgment**

All staff, volunteers, students, trustees, and families are expected to read and adhere to this policy. By doing so, they commit to safeguarding and promoting the welfare and dignity of children in their care.