



Nourishing the fitrah of each unique child

Intimate Personal Care and Nappy Changing Policy

The Prophet (peace and blessings be upon him) said:

“Cleanliness is half of faith.”

(Sahih Muslim 223)

Adopted: January 2025	Review date: January 2026	Coordinator: Sanaa Arshad
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Intimate Personal Care and Nappy Changing Policy

All children have a right to safety, privacy and dignity and are entitled to respect and privacy at all times.

It is essential that intimate and personal needs should be met whilst at the same time allowing the highest standards of safety, privacy, respect and dignity to be maintained. All children dependent on their abilities, age and maturity will be encouraged to act as independently as possible.

The nature, circumstances and context of the contact that adults have with children should comply at all times with professional codes of practice and professional standards. Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and policies and be mindful of the needs of the children with whom they work.

Children who require help and support with intimate and personal care must have consent from the parents, for this an intimate care plan can be used and children's views should be actively sought wherever possible.

Procedures

At Unique Academy, adults will:

- Adhere to this policy and to Individual Personal Care Plans
- Make other staff aware of intimate and personal care tasks being undertaken
- Explain to the child what is happening
- Discuss with the leadership team and parents/carers any variations from the agreed policy or plan and record this
- Ensure that changes to the agreed individual plans are discussed, agreed and recorded
- Avoid any physical contact when children are in a state of undress
- Avoid any visually invasive behaviour
- Encourage appropriate behaviour by children with other children and adults at all times
- Behave appropriately with children at all times
- Ensure that toilet doors are closed and screens are pulled over when children are using these facilities
- Use and encourage appropriate language between themselves and children at all times

At Unique Academy, adults will not:

- Change in the same place as children
- Assist with any intimate or personal care task which a child can undertake by themselves
- Engage in inappropriate physical behaviour with children



Intimate/Personal Care Plan

Child's Name	Date:
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Main areas of need:

-
-
-

Toileting plan:

Dressing/undressing plan:

Medical plan:

This plan was written by: _____ **on:** _____

Agreed with parents/carers on: _____

Child's views were sought for this plan on _____ **(if not, why not)**

Signed..... **Date**.....



Nappy Changing and Toileting Procedure

This policy is designed to promote good practice and therefore safeguard children and practitioners; this applies to everyone involved with the intimate care of children.

Aims:

- to safeguard the rights and promote the welfare of children
- to provide guidance and reassurance to staff whose role includes intimate care
- to assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into account.

Definition of Intimate Care: 'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body'

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a potty or toilet
- changing nappies
- cleaning / wiping / washing intimate parts of the body.

Definition of Personal Care:

'Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation'

Personal care tasks specifically identified as relevant include:

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing)
- washing non-intimate body parts
- prompting to go to the toilet.

Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

All children have the right to be safe and to be treated with dignity and respect. Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs. Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to the policy and procedure should safeguard children and practitioners.

Toilet Training:

Starting at an early years setting is always an important and potentially challenging time for both children and their parents, it is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons children may:

- be fully toilet trained
- have been fully toilet trained but regressed for a little while due to the excitement and stress of starting at a setting
- may be fully toilet trained at home but have accidents in the setting, or visa versa
- may be nearly there but needs some reminders and encouragement
- not toilet trained, but responds well to a structured toilet training process
- be fully toilet trained but has a serious disability or learning difficulty
- may have development delays but with additional support will master these skills
- have SEND and might require help with some or all aspects of personal care.

Toileting Procedure for Toilet Trained Children:

1. Children are accompanied to the toilet by a practitioner, who ensures paper and toilet paper are at hand
2. Child uses the toilet
3. We encourage the child to wipe their own bottom; If required, practitioners assist the child using gloves and a wet wipe to ensure child is cleaned thoroughly
4. Practitioner ensures the toilet is wiped with anti-bacterial wipe or sprayed clean after the child has used it.
5. Staff and children clean hands with warm water and soap (as required)

Nappy Changing Procedure:

1. There is a dedicated box which contains everything that is required for nappy changing. This contains nappies, wet wipes, nappy bags, gloves, aprons and antibacterial hand gel
2. Our staff put on gloves and aprons before changing starts and the areas are prepared.
3. The child's soiled nappy is removed and placed in a nappy bag.
4. The child is cleaned thoroughly using a wet wipe
5. The practitioner removes their gloves, peeling them inside out from the wrist and placing them in the soiled nappy bag
6. A clean nappy is put on the child, before they are lifted off the change mat and dressed.
7. The nappy change mat is cleaned with anti-bacterial spray and wipes, and the soiled nappy bag placed in the appropriate waste bin.
8. The child is supported to wash their hands thoroughly with soap.
9. The practitioner washes their hands thoroughly with soap

Hand Washing Procedure:

1. Wet hands with water
2. Take soap and cover hands with it
3. Rub finger nails and both front and back of hands for no less time than 20 seconds
4. Rinse off soap with warm water
5. Dry hands with disposable towel

General Nappy Changing Procedures:

A rotating daily nappy-change roster is created for practitioners.

- Children from two years should normally start toilet training by wearing pull ups, other types of trainer pants or underwear as soon as they are comfortable with this and their parents agree;
- Changing areas have safe areas to lay children;
- Gloves and aprons are put on by staff before changing starts and the areas are prepared.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies;
- All staff are gentle when changing; they avoid pulling faces and making negative comments about nappy contents.
- All staff do not make inappropriate comments about children's genitals when changing their nappies;
- Nappies and pull ups are disposed of hygienically.