



All Saints Nursery School

Personal Care Procedure

Date written: [November 2022](#)

Date of last update: [October 2023](#)

Date agreed and ratified by [Trustees, November 2023](#)

Date of next full review: [November 2024](#)

Personal Care/Intimate care and nappy changing procedure

All Saints Nursery School

Policy statement

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time

We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not, yet 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

Procedures

- Key persons undertake changing young children in their key groups whenever possible; back up key persons change them if the key person is absent
- Changing areas are warm and there is a designated changing table to lay young children on if they need to have their bottoms cleaned
- Gloves and aprons are put on before changing starts and the areas are prepared
- All staff are familiar with the hygiene procedures and carry these out when changing nappies
- Staff record details e.g., child's name, time etc., and parent signs on collection of child
- Staff will also record if a child is changed because of wet play, spillage of drinks etc. The time, date, reason for changing and which clothes were changed will be recorded
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet
- They should be encouraged to wash their hands and have soap and paper towels to hand. They should be allowed time for some play as they explore the water and the soap
- Key persons are gentle when changing; they avoid pulling faces and making negative comment about 'nappy contents'
- Key persons do not make inappropriate comments about young children's genitals when changing their nappies
- Older children access the toilet when they have the need to and are encouraged to be independent
- Nappies and 'pull ups' are sealed in a nappy bag, double bagged and placed in a pedal bin for disposal