09 Early years practice procedures

**09.9 Prime times – Intimate care and nappy changing**

Prime times of the day make the very best of routine opportunities to promote ‘tuning-in’ to the child emotionally and to create opportunities for learning. Nappy changing times are key times in the day for being close and promoting security as well as for communication, exploration and learning.

**Young children, intimate care and toileting**

* All children undertake changing young children in their key groups; back-up key persons change them if the key person is absent.
* Changing areas are warm, appropriately sited and there are safe areas to lay young children if they need to have their bottoms cleaned.
* If children refuse to lie down for nappy change, they can be changed whilst standing up, providing it is still possible to clean them effectively.
* Each young child has his/her bag with their nappies and changing wipes.
* Staff 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 are 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.
* Staff are gentle when changing and avoid pulling faces and making negative comment about the nappy contents.
* Wipes are used to clean the child. Where cultural practices involve children being washed and dried with towels, staff aim to make reasonable adjustments to achieve the desired results in consultation with the child’s parents. Where this is not possible it is explained to parents the reasons why. The use of wipes to achieve a clean outcome.
* Staff do not make inappropriate comments about young children’s genitals when changing their nappies.
* The procedure for dealing with sore bottoms are agreed with parents.
* Older children use the toilet when needed and are encouraged to be independent.
* All Staff are responsible for changing children’s nappies and toileting
* Parents are encouraged to provide enough changes of clothes for ‘accidents when children are potty training.
* If young children are left in wet or soiled nappies/pull-ups in the setting, this may constitute neglect and will be a disciplinary matter.

Nappy changing is always done in an appropriate/designated area. Children are not changed in play areas or next to snack tables. If there are limitations for nappy change areas due to the lay-out of the room or space available this is discussed with the setting manager’s line manager so that an appropriate site can be agreed that maintains the dignity of the child and good hygiene practice.