

**PERSONAL CARE AND TOILETING**

Personal care can range from blowing a child’s nose to tasks of a more intimate nature such as cleaning a child’s genital area when changing nappies or soiled underwear.

Children will only be changed by a member of staff with an enhanced DBS.

All staff will use disposable gloves and aprons whilst changing nappies, toilet training, handling accidents including all bodily fluids. These gloves and aprons are to be disposed of in the appropriate nappy bin.

The nappy changing unit will be thoroughly cleaned with appropriate cleanser after each nappy change.

Parents are required to provide all nappies, wipes, nappy bags and creams which will be stored at nursery in the child’s bag.

Nappy cream will only be applied if parents have requested and supplied it and consent is given on the registration form. If a member of staff feels a child needs some nappy cream, they will consult with the parent and discuss the matter.

Information regarding nappy changes will be recorded on the nappy changing chart with date, time and reason for change eg ‘wet’ / ‘soiled’ being given. Parents will be notified when they need to replenish nappies, wipes, nappy bags and/or cream.

When toilet training is in process, staff will work closely with parents’/carers’ wishes to suit individual children’s needs. Parents will be required to provide plenty of spare clothes: socks, pants, vests, trousers, tops etc to allow for accidents all of which should be clearly named.

Staff will change children’s clothes if and when required ensuring children are made comfortable and clean. Details of any clothing change will be recorded on the toileting chart and parents/carers will be informed.

**Should a child communicate that they do not want to have their nappy changed or change their clothing, staff should respect the child’s wishes and listen to what the child is saying. A member of staff should not struggle to do the above as they must safeguard themselves and the child. The staff member should speak to the Manager. Parents will be informed if this is the case either by telephone or if when they pick up their child, dependent upon the time of this happening.**

Reviewed by Louise Gray, Nursery Manager and Fran Edwards, Deputy Manager – September 2020

Policy read and agreed by:

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