



Defence Children Services

Building 183, Trenchard Lines,
UPAVON, SN9 6BE
Tel: 01980 618710
E-mail: RC-DCS-HQ-Mailbox@mod.gov.uk

SOP_16_2024_EY_Personal and Intimate
care (nappy change procedure) and
potties and toilet in EY Settings

Date of issue: 14 October 2024

Circulation: DCS settings

SOP_16_2024_EY_Personal and Intimate care (nappy change procedure) and potties and toilet in EY Settings

References:

1. Introduction

This SOP outlines the processes to ensure all Key Practitioners promote good practice and therefore safeguard children and practitioners; this applies to everyone involved with the intimate care of children in DCS early years settings.

2. Context

Children who require intimate care are to be treated respectfully. It is very important for babies' and young children's wellbeing that they are interacted with in a positive and respectful manner during all aspects of personal care activities. For any concerns regarding the child's welfare follow the safeguarding procedure.

3. Scope

This SOP will take effect from 14th October 2024 for all DCS EY locations, DCS EY Personnel and Contractors

4. Staff responsibilities

- All staff to complete Curiosity Approach Respectful Care Giving Course as part of Induction within the first week of employment. Senior Management to go through correct procedure of nappy changing and intimate care ensuring it is carried out in a safe, respectful and child-centred way. Key Practitioners must be quality assured by Room Leaders to be able to undertake care-giving procedures independently.
- Staff members must have completed Safeguarding Level 2, Health & Safety training and have a current enhanced DBS certificate or equivalent local police checks to carry out respectful intimate caregiving.
- The member of staff changing the child will inform another member of staff that they are going to do this. The other adult will always be within proximity of earshot and visible to the intimate care procedure to preserve dignity for the child. (sight and sound)
- A child's Key Practitioner is responsible for nappy changing/toileting and intimate care given to their key child, when not possible the back-up Key Practitioner is to carry out this duty.

5. PPE and Hygiene

- *As urine is considered to be sterile, washable material aprons can be used for clearing up toilet accidents and changing wet nappies. Aprons are to be washed daily on a 60°C cycle. The use of gloves can be down to personal choice whether 1, 2 or no gloves are worn as long as hands are thoroughly washed before (following NHS guidelines) and after each wet nappy/toilet change. However, if adult hands are injured, or the child/adult is identified as particularly high-risk gloves must be worn.*
- *For a soiled nappy follow NHS guideline for handwashing and gloves must be worn. Aprons must be worn and washed/disposed of as above.*

6. Procedure

- Personal, intimate care should not involve more than one staff member. Personal intimate care should normally be undertaken consistently by the same member of staff ensuring another appropriate adult is in earshot and sight, is made aware of the task being undertaken.
- Staff are to ensure the environment in which the children's personal needs are met must be cosy and thoughtfully designed, also accessible to promote their competence in self-care. The changing area should be warm with no bright lights shining down into the baby or toddler's eyes. It is

STANDARD OPERATING PROCEDURES

important for staff to consider what is above/beside a nappy changing unit – a mobile to comfort or other objects of interest to take their attention.

- Nappy changes must be undertaken at least one per core-session unless soiled or heavily wet which must be changed immediately. Ensure nappies are checked prior to child leaving the setting – children must always be dry on handover.
- Staff are to ensure they have all the necessary items needed before each nappy change, for example, a nappy, wipes, a nappy sack, cream if necessary (each child should have their own named cream). It is a good idea to have a named basket or bag for each child containing these items and spare clothes in case of accidents.
- Communicate to the child “we are going to change your nappy” by getting down to the child’s level and making eye contact with the child. Check the child’s mouth for any food or other objects before bringing them to the changing room.
- The key person changing a child should ensure that the experience is a relaxed and happy time, and that they are gentle when changing – allowing time to communicate with the child, talking, and responding to their sounds. They should allow time for play and ‘rituals’ that the child enjoys.
- Involve the child in the process – always discuss what is happening next e.g. using a wipe - can they lift their legs.
- Staff are to maintain the dignity of all children, always throughout this procedure.
- Soiled nappies must be disposed of correctly in the appropriate bin provided. Any non-disposable nappies should be double bagged, tied and placed directly into a zip lock bag provided by the parents which is to be sent home the same day. Solid faecal matter may be disposed of into the toilet. If there is no toilet available waste should be placed in a nappy bag and disposed in the nappy bin. Never rinse or wash non-disposable nappies, the risk of splashing may cause germs to spread.
- Staff are to document all intimate care that has been given, by date, time and outcome of procedure e.g. if the nappy contained wet, soiled or both with initials. This information must be uploaded onto the Family App ensuring parents are informed of the daily, intimate care routine.
- It is the staff members responsibility to familiarise themselves with relevant risk assessments within their area of work.
- Staff are to clean nappy changing unit after every use, using the correct cleaning product.
- Any nappy mats used must be checked weekly for tears and discarded if covers are damaged.
- Staff to store equipment in the correct area. The items to use are specific to each child and are stored in a safe manner.
- It is the responsibility of the key person to discuss child’s needs in regard to nappy/potty training needs on a regular basis with parents ensuring each child’s record will detail the procedure requested by each parent e.g. what cream/lotion to use and how much. This maybe a request at every change or only in cases of developing a nappy rash.
- All toilet training and toileting related decisions and plans are made in partnership with the parents. Parents are consulted about the words and the practices used at home for nappy changing and toileting.
- Families are encouraged to provide older children who are toilet trained, or training, with clothes that make it easier for them to toilet independently, for example, elasticated pants that are easy to pull up and down.

7. Procedure for the use of Non-Disposable/Eco-friendly Nappies

- Use nappies, flannels and eco-bag supplied by parent.
- No disposable wipes or plastic nappy sacks are used.
- Parents’ choice to be fully respected.
- Warm water used to bathe for cleaning with flannels provided by the parents.
- Awareness that these nappies are clumpier and bigger than disposable nappies, ensure more frequent checks due to rubbing.
-

8. Procedure for the use of Potties

- Potties must only be used in the toilet area.
- When the child is sitting on the potty, the use of apron and gloves is at the staff’s discretion.
- When the child has finished using the potty, help them clean themselves and fix their clothes.
- Use praise and recognition to promote self-esteem and a sense of achievement.
- While the child is washing their hands, empty the potty down the toilet, rinse and sterilise using the sanitiser spray. NB: Potties must never be emptied or washed in the designated hand washing sink.

STANDARD OPERATING PROCEDURES

- Dry the potty with blue roll and then return it to the designated area. Potties must not be stored one inside the other.
- Dispose of the gloves and apron and wash hands using the NHS guidelines for handwashing.

9. Toileting Procedure

- Always inspect the toilet area (including toilet seats) throughout the day and before they are used by the children to ensure they are visibly clean.
- Children who are toilet trained, or training are prompted by asking or reminding them at regular intervals to help avoid accidents.
- Steps are provided for any toilet that is not at the child's height.
- Children's privacy and dignity is always respected.
- Staff members are always positive about toilet training so that encouragement is communicated in their language and behaviour.
- Children are to use the toilet on request and can take their time during toileting.
- Parents and the child are reassured that, if the child has an accident, it is not a problem, and Key Practitioners will know that accidents happen, and this will be responded to in a child-centred way.
- When a child, who is not using nappies wets or soils themselves accidentally, they are cleaned immediately. This may involve the member of staff taking the child to an appropriate place in the toilet area or changing area. They will help the child to remove their soiled clothes; clean their skin (this may include bottom, the genitalia, legs, feet); They will help the child to dress in the child's own spare clothes; and wrap soiled clothes in plastic bags and label with the child's name (double wrapping if necessary) to give to parents to take home. Disposable gloves and aprons must be worn during this time.
- Key Practitioners will record nappy changing and toileting as children are learning to go the toilet themselves on the Family App. If a child has a toileting accident Key Practitioners will let the parents know on the Family App.
- Both adult and children's hands are washed after toileting.
- Blue roll is provided.
- Advance consideration must be given to arrangements for toileting for offsite activities.
- All staff members should check the child regularly to ensure that they are clean and dry throughout the day and before leaving to go home.
- If older children are using the toilet independently, they must be checked on and asked on return to the room if they flushed the toilet and washed their hands.
- If a child is new to using the toilet they must be supervised during this time.