



## **Early Years Setting**

### **Standard Operating Procedure (SOP): Personal and Intimate care (nappy change procedure)**

**January 2021**

**Next Review January 2022**

#### **1. Purpose**

To ensure all individuals promote good practice and therefore safeguard children and practitioners; this applies to everyone involved with the intimate care of children.

#### **2. Scope**

- All staff to complete Induction within the first week of employment, Manager to go through correct procedure of nappy changing and intimate care.
- Children who require intimate care are treated respectfully. For this reason, all staff who provide intimate care are trained to do so, including Child Protection and Health & Safety training.
- All staff have been checked following the Disclosure & Barring Service (DBS) requirements before they proceed with intimate care. If awaiting DBS forms, the staff member will be on a line manager Risk Assessment certificate (which will have detailed mitigation procedures ahead of the certificate being produced)
- 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, in order to preserve dignity for the child.

#### **3. Responsible Persons**

- Key person is responsible for nappy changing and intimate care given to their key child, when not possible the back-up key person is to carry out this duty.

#### **Responsibilities**

- 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 they have all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (each child should have their own named cream). It is a good idea to have

a named box or bag for each child containing these items and spare clothes in case of accidents.

- Staff are to wear disposable aprons and gloves whilst changing the child, and gloves are to be changed after every child. Apron also if soiled
- Staff are to engage with child whilst intimate care is given e.g., Talking to them, singing nursery rhymes.
- Face Masks are to be worn throughout the procedure, in line with COVID 19 Risk Assessment.
- Staff are to maintain the dignity of all children, always through this procedure.
- Soiled nappies to be disposed of correctly in the appropriate bin provided.
- Staff are to document the intimate care that has been given, by date, time and outcome of procedure e.g. if the nappy contained wee or poo or both, practitioner to sign the document.
- 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.
- Staff to store equipment in the correct area, items to use are specific to each child and are stored in a safe manner.
- 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 of has a rash.