

## Intimate care, Changing procedure- Risk low

Saplins staff need to attend to the safety and comfort of the children at all times and also to respect the personal dignity of each child. The aim is to ensure that nappies are changed in a caring and hygienic manner with minimum distress to the child. When providing the intimate care required in changing children's nappies/clothing staff will follow the following procedures:

- Children are never left unattended when having their nappy/clothing changed
- Only staff will be involved in changing a child.
- If required, another staff member is always available to provide assistance
- Staff will inform colleagues that they are going to change a child's nappy/clothing.
- Staff will take the child to the toilet and explain the nappy/clothing changing procedure in a simple, reassuring way as they change the child.
- Staff will use disposable gloves.
- A changing unit will be used which is for the sole purpose of changing nappies.
- Soiled nappies will be wrapped in plastic bags and disposed of in a covered bin.
- The changing mat will be disinfected after use and staff will follow normal hand-washing procedures
- Nappies are changed when needed
- Children subject of a child in need or child protection order may have their nappy/clothing changes logged.
- Children are encouraged to potty train in partnership with parents and to support the individual child's needs as a child shows an interest.
- Children that are able shall be verbally supported and praised for efforts to change their clothes if it is suitable for them to do so. (In the event that clothes are unsuitably soiled health and safety shall take precedence)