**Intimate and Personal Care (including Diaper changing) Policy**



**1.0 Introduction**

The Intimate Care Policy and Guidelines Regarding Children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children. Children with determination can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.

**2.0 Intimate care routines** are essential throughout the day to ensure children’s basic needs are met. This may include:

* children’s personal routine
* diaper changing
* toileting
* personal care such as washing hands
* changing clothes
* feeding
* bedding

**2.1 Children’s personal routine**. Upon registration parents should provide the child’s home routine. This list provides valuable information about the child’s routine and wellbeing and should be shared with the staff to ensure continuity and safety at the centre. The list includes:

* sleeping schedule,
* diaper changing way,
* eating time and food regime,
* interests and preferances,
* tips of how to comfort the child.

**2.2 Diaper changing policy**

* For children that are not toilet trained parents should provide a minimum of 4 diapers in the child’s bag along with a packet of wet wipes.
* Diaper changing occurs every 2-3 hours and whenever necessary.
* The person responsible for changing diapers will always use gloves and an apron while changing.
* The child’s rear end should never touch changing table, disposable tissue sheets will be placed on the changing table before the child is placed on the table.
* Privacy is always provided to the child during changing.
* The changing table must be disinfected after every use.
* Parents that wish to keep their child’s diapers and wipes at the center should provide quantity for one week and packets will be stored in their cubbies. Before the stock has run out parents will be informed to restock.
* Diaper creams will be marked with open date and will be used only for 28 days. A disposable spatula is always used when taking diaper cream from the tube or bottles and should be provided in a plastic cover. Diaper creams will be kept in child’s bag.

**2.3 Toileting including Toilet Training:**

* Toilet training should be discussed with the parents on admission and/or when this is appropriate time for the child.
* Toilet training should be a ‘fun time’ for the child, never stressful, and children should never be reprimanded for having ‘accidents’ at any time.
* Observation of the child is essential to decide if s/he is ready for the training.
* Following the observation, a meeting among the teacher, the assistants and the nurse is undertaken to decide about the staff member who will be involved and the pace of the training.
* Parents are informed and consulted about the routine to be followed at home.
* The child is informed about the training through the use of a multi-mode way of communication involving photos and symbols.
* Checklists are used to track the student’s performance (successful and unsuccessful incidents).
* Child is accompanied to the toilet by the person in charge upon agreement with the team.
* Information and reassurance is provided to the child if accidents happen.
* Parents are informed on daily basis through the parents communication application.
* Toilet sit must be rinsed and disinfected after every use, using spray disinfectant and disposable wipe roll. Toileting support young children's independency and help in accessing bathrooms, managing their own care routines.
* When able children are encouraged to visits the bathrooms independently
* Staff always remain vigilant and close enough to support as and when needed.

**2.4 Toilet training policy**

The technical definition of toilet training is a planned and deliberate approach to teaching a child to become aware of their body’s toileting needs, interpret their body’s toileting messages, and then to respond appropriately to those messages. The simple definition is to teach your child to put their potty in the toilet and not in their diaper or underwear.

**When Should I Begin Toilet Training My Child**?

There is not a magical age to begin toilet training. The best time to begin toilet training is not at a certain age, but rather when your child is developmentally ready. Each child is a unique individual and grows and develops skills at their own pace. Your child must have the physical, emotional, cognitive, and self-help skills necessary to be successful at toilet training. You will know that your child is ready to begin potty training when you see these signs:

* Shows interest in the toilet (flushes the toilet, asks “what you are doing?” when you are going potty, etc.
* Can go two hours without wetting their diaper.
* Your child’s bowel movements are predictable.
* Is uncomfortable in a soiled diaper and wants to be changed.
* Can pull their pants up and down.
* Can follow simple verbal direction.
* Can complete a familiar sequence of steps on their own. For example, when washing their hands, they can turn on the water, get soap, scrub and rinse, turnoff the water, and dry hands with little or no assistance and direction.

**Tips to toilet training if your toddler is ready.**

* Dress for toilet training; dress up in clothes like pants that pull up and down without any fiddling or dress that are easy to hike up.
* Pick the right potty; some toddlers prefer their own potty and others prefer a potty seat. Decide what is best for your little one.
* Do not deny drinks; it is never a good idea to deny drinks.
* Bring on the positive reinforcement; when you have successes, remind your child how proud they should be of themselves.

**What Happens at Early Childhood Center?**

When you feel that your child is ready to begin toilet training, the first step is to set up a toilet-training conference with your child’s teacher. At this conference, we will reflect on your child’s development and review the potty-training signs. Once the parent and their teacher make the decision to begin toilet training, a toilet-Training Plan will be developed.

This plan addresses:

* Transitioning from diapers to pull ups, and then underwear.
* Equipment used for toilet training.
* Frequency of sending child to the toilet.
* Words and cues used for potty training.
* Response when there is a toileting accident.
* Montessori approach to toilet training.
* Readiness of parents to support the toilet training consecutively once the toilet training starts.

This plan builds good communication between parents and their child’s teacher and insures consistency between home and school. Consistency between home and school has a direct impact on the child’s toilet-training success. Communication between parent and teacher is crucial if something is not working, or a change needs to be made to the Toilet-Training Plan, set up time to communicate those needs.

**As per Great Minds ECC policy child will start coming in underwear only when the child is dry for two consecutive days at home.**

**2.5 Supporting children with personal care.**

* Hand washing must last 20 seconds.
* Staff members are trained how to wash hands properly during the induction training, children will also be taught the correct hand washing techniques during their educational time with support of picture cards daily.
* Signs are posted in all toilets and near sinks that convey proper handwashing techniques.
* Children should line up for hand washing with soap and water.
* Staff should practice frequent hand washing by teaching a popular child-friendly song or counting to 20 and use paper towels to dry hands thoroughly.
* Staff should encourage children who are 2 to 5 years old to wash hands independently, observe all the steps and assist/help if needed.
* Staff must wash hands of children who are 1 to 2 years old.
* All Children and Staff must engage in hand hygiene at the following times:

Arrival to the facility, after breaks or before leaving the nursery.

Before and after preparing food or drinks for children.

Before and after eating or handling food or feeding children.

Before and after administering medication or medical ointment.

Before and after diapering.

After using the toilet or helping a child use the bathroom.

After coming in contact with body fluids (sneezing, coughing, drooling, comforting crying child and etc.).

After playing outdoors.

After handling garbage.

**2.6 Changing clothes if required.**

* Children will be changed privately away from other children.
* No voluntary members of staff will be involved in changing children.
* Children are changed while standing on a mat on the floor with no risk of falling.

Parents are requested to send their child to ECC in comfortable, easy to manage, washable clothing.

* Clothing that is easily managed encourages independence. Many toilet accidents are prevented if children can unbutton or unbuckle pants without a struggle.
* Two extra (seasonally appropriate) labeled change of clothes, including 2 pairs of socks should be provided.
* Two extra pairs of underwaer should be provided too as even if the child is toilet-trained, accidents are bound to happen. Each set of clothing will need to be packed in seperate plastic bags, all items will be sent home daily. The items that require washing and santizing will be packed in the separate plastic packaging.
* Great Minds ECC follows the shoes off policy and children will be required to take off their shoes before entering the facility, therefore childen should come in easy to put/take on/off shoes that will support the child’s independence during drop off and pick up.
* All items of clothing should be clearly marked with the child’s name.

**2.7 Eating time**

* Lunch boxes will be kept in designated cubbies which will be cleaned and disinfected daily.
* Great Minds ECC promotes healthy eating. Fast food or any items containing nuts, seeds, sea food, chocolate, sugary snacks, and desserts are not allowed. Parents should not pack any snack that could be a choking hazard. For example, grapes are allowed only if cut in half, fruits should be washed, pitted, and cut.
* All the food packed in lunch boxes must be labelled including the name of child and time of the meal (for example, is it morning snack or lunch).
* Parents should send safe cutlery for the day in the lunch box. Used cutlery, meal boxes and bibs (if provided) will be returned in lunch boxes without being washed at the center.
* All food should be packed in ready prepared form for eating and in a temperature safe box that will keep food hot or cold until eating time.
* Children who are 2 to 6 years old will be encouraged to handle their own food containers.
* If your child is using [formula or [expressed breastmilk](https://www.babycentre.co.uk/a8791/expressing-breastmilk)](https://www.babycentre.co.uk/x554974/how-do-i-store-formula-when-i-am-out-and-about-for-the-day), parents should provide packed sterilised bottles, a bottle warmer and measured formula. If a parent wishes to provide frozen breast milk it must be stored in an insulated bag with ice packs (breast milk can be safe to use for a maximum of 24 hours if stored accordingly). Please make sure you have enough bottles and [expressed breastmilk](https://www.babycentre.co.uk/a8791/expressing-breastmilk) or formula milk for the whole day.
* Children must have their meals in the classroom.
* Parents should send a labelled water bottle with protective cover/lid from home. An extra water bottle should be provided in the child’s bag in case a refill is required. The child needs to stay hydrated especially during warm season.

**2.8 Bedding**

* Great Minds ECC provides adequate spacing between sleeping beds.
* Children will not share cots, beds, or any bedding.
* Clean and sanitized bedding should be provided and labelled by parents only.
* Bedding will be sent home to parents at pick up time.
* Bedding that requires cleaning and sanitizing will be placed in a separate plastic packaging.
* Sleeping beds will be disinfected after every use and children will be positioned top and tail while sleeping.

**3.0 Principles of intimate care**

In order to maintain the child’s privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child’s key person or the identified ‘significant other’ with the exception of the first aid treatment that will be conducted by a qualified first aider. We wish to ensure the safety and welfare of the children involved in intimate care routines and ensure the staff member involved is fully supported and able to perform their duties safely and confidently.

The following are the fundamental principles upon which the Policy and Guidelines are based on:

* Every child has the right to be safe.
* Every child has the right to personal privacy.
* Every child has the right to be valued as an individual.
* Every child has the right to be treated with dignity and respect.
* Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
* Every child has the right to express their views on their own intimate care and to have such views taken into account.
* Every child has the right to have levels of intimate care that are as consistent as possible.
* The centre must promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works.
* The centre must train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support, recoding documentation.
* The centre must conduct thorough inductions for all new staff to ensure they are fully aware of all Centre procedures relating to intimate care routines.
* The centre must follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training.
* The centre must work closely with parents on all aspects of the child’s care and education.
* The Centre must arrange a meeting with the parent if a child requires specific support to discover all the relevant information relating to enable the staff to care for the child fully and meet their individual needs.
* The centre management team should regularly conduct working practice observations on all aspects of Centre operations to ensure that procedures are working in practice and all children are supported fully by the staff.

|  |  |
| --- | --- |
| Document reviewed on July 2025 | Reviewed on behalf of Great Minds ECC by Ana Stevanov |
| Date for next review June 2026 |  |
| Where this document is displayed | Nursery Policies 2025-2026 |