

Intimate Care Policy/One to One

This Policy relates to working with children on a one-to-one basis nappy changing/change of clothes and toileting. The following procedures are to be put in place by all members of staff.

Staff may work on a one-to-one basis, in a separate area to the rest of the children. This will be documented by time, date and signature of staff carrying out the duty together with the Manager/Deputy's signature. The member of staff will be in an area that is positioned off but within easy visibility of other staff members.

If a visitor or parent is in the room when a child is using the toilet or being changed, the member of staff must call another member to support them, and the area is not visible.

- The area must remain visible to other staff always whilst the nappy/clothes change is occurring
- Staff must not enter a toilet with a child and close the door
- Children's nappies/clothes must not be changed in front of other parents or adults visiting the setting
- Gloves, Aprons, Face Masks and Protective Glasses will be worn by all staff when changing nappies.

No volunteer/visitor/cover or member of staff without an enhance DBS can perform the above duties

Policy Reviewed 2017

Next Review Date 2018