

## **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. As our toilets are not within the main hall area. Staff will document by time, date, and signature.

If a visitor or parent is in the room when a child is using the toilet or being changed, the member of staff must ask them to leave.

- Staff must not enter a toilet with a child unless they ask for help with pulling their clothes down or up. If a child refuses help from us then we CANNOT assist. This is part of our Safeguarding Children Procedure from the Department for Education. If we need to assist with personal hygiene, we carry out this task as best we can and will then notify you.
- Children's nappies/clothes must not be changed in front of other parents or adults visiting the setting.
- Gloves, Aprons, must be worn by all staff when changing nappies.
- Last time for Nappy changing is one hour before going home unless the nappy is soiled.
- CHILDREN NEED PRIVACY WHILST IN THE TOILET, AND AT CHANDLERS CHATTERS THEY ARE GIVEN THIS.

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

Policy Reviewed November 2025 next review will be as required.