



09 Early years practice procedures

09.9 Prime times – Intimate care and nappy changing

Shared Team Approach to Nappy Changing, Toileting and Intimate Care

Prime times of the day offer valuable opportunities for tuning in to children emotionally and for creating meaningful learning moments. At Stepping Stones Preschool, all staff work together to ensure these routines are calm, respectful and relationship-centred. While each child has a key person, our part-time staffing patterns mean that wider responsibilities are shared across the room team so children experience consistent, familiar care throughout the day.

Children's privacy and dignity are upheld at all times, balanced with robust safeguarding practice. Nappy changing and toileting are recognised as key moments for connection, security, communication, exploration and learning.

Babies – Shared Team Practice

- Team visibility — Babies are changed within sight or hearing of other staff while maintaining dignity and privacy. If the room layout makes this difficult, the manager completes a risk assessment and agrees safe alternative arrangements.
- Key person involvement — Key persons change babies in their group wherever possible; other team members support when needed.
- Nappy changing areas are warm and softly lit to avoid bright lights in babies' eyes.
- Each baby has their own basket with nappies, wipes and a familiar toy.
- Staff wear aprons and gloves for hygiene; all team members follow consistent procedures.
- Nappy changes are calm, unhurried and relational, with time for communication, play and familiar rituals.
- Staff never leave a baby unattended or turn their back while on the mat.
- Staff avoid negative comments about nappy contents and never make inappropriate comments about genitals.
- Foreskins are not retracted unless needed for hygiene.

Nappy Changing Records – Shared Responsibility

- The staff member carrying out the nappy change will record each change on Family, noting stools and anything unusual.
- Parents are informed if stools are hard, shiny, absent or difficult to pass, as this may indicate constipation.
- Unusual stool colours are recorded; black, green or very pale stools require medical advice.
- Watery stools may indicate diarrhoea; strict hygiene is followed and parents are informed.

- Sore bottoms are recorded and discussed with parents; a shared plan is agreed.
- Medicated creams (e.g., Sudocrem) are recorded in line with medicine procedures.

Young Children – Intimate Care and Toileting

- Key persons change children in their group wherever possible; back-up key persons support when needed.
- Children may move to pull-ups when appropriate and agreed with parents.
- Changing areas are warm, safe and engaging, with mobiles or objects of interest.
- Children who prefer to stand for changing may do so if hygiene can be maintained.
- Each child has their own basket with nappies/pull-ups and wipes.
- Nappy changing is relaxed and supports growing independence.
- Children are encouraged to explore toileting routines, talk with peers and practise handwashing.
- Ordinary soap and water are used; antibacterial products are avoided.
- Staff avoid negative comments about nappy contents and never make inappropriate comments about genitals.
- Cultural toileting practices are respected where safe and practical; alternatives are discussed sensitively with parents.
- The approach to sore bottoms mirrors the procedure for babies.
- Older children use the toilet independently; staff only wipe when needed or requested.
- If other staff must step in, they are briefed to ensure no child is overlooked.
- Parents provide spare clothes; setting spares are clean and appropriately sized.
- Leaving a child in a soiled nappy/pull-up is considered neglect and will be treated as a disciplinary matter.

Designated Changing Areas

Nappy changing always takes place in an appropriate, designated area. Children are never changed in play spaces or near snack tables. If room layout limits suitable areas, the manager consults with the line manager to agree a safe, dignified and hygienic location.