

UHI | PERTH

Dignity and Privacy Procedure

UHI Perth Nursery

Version Control History

Version Number	Date of Change	Summary of Revisions Made
0		
1	August 2016	Footer updated to reflect new template.
2	April 2021	Title changed from Nursery Coordinator to Nursery Manager. 5.2 changes from disinfecting spray to Salvesan, disposal apron to blue apron, vinal gloves to blue nitrile gloves 5.3 changes from disinfecting spray to Salvesan, disposal apron to blue apron, vinal gloves to blue nitrile gloves 5.5 added – blue nitrile gloves must be used for all personal care procedures 6.4 added – Health and Social Care Standards, Scottish Government, 2017
2.1	February 2024	6.5 added - Nappy changing for early learning and childcare settings (excluding childminders) February 2024
2.2	February 2024	Updated to UHI Perth branding

Dignity and Privacy Procedure UHI Perth Nursery

1 Purpose

- 1.1 The purpose of this procedure is to provide guidelines to ensure that a consistent approach is in place within the Nursery in how staff deal with nappy changing, toilet training and toileting. Children's dignity, privacy and welfare needs will be met and infection control measures adhered to in accordance to relevant guidelines.

2 Scope

- 2.1 The procedure is relevant to all UHI Perth Nursery Staff, and all children who are in the care of UHI Perth Nursery.

3 Definitions

- 3.1 None.

4 Responsibilities

- 4.1 The Nursery Manager has overall responsibility for ensuring that this procedure is implemented.
- 4.2 All staff members are responsible for following the procedure and for ensuring that their professional practice supports its implementation.
- 4.3 The Nursery Manager is responsible for monitoring the effectiveness of the procedure and will access relevant feedback from staff to support this.
- 4.4 The Nursery Manager is responsible for the reviewing and updating of this procedure.
- 4.5 Quality approval check of the policy is the responsibility of the Head of Human Resources and Organisational Development who will arrange for the policy to be posted on the web.

5 Procedure

- 5.1 The dignity, privacy and welfare of the child is the primary concern and is protected at all times.

5.2 When toilet training children, staff

- Support the wishes of parents regarding toilet training and offer advice if requested.
- Accompany the child to the toilet.
- Explain who does what, where, when and how.
- Wash hands before putting on blue nitrile gloves and a blue disposal apron.
- Assist the child when necessary while encouraging self-help skills.
- Ensure the child washes their hands for 20 seconds with soap.
- Where appropriate, empty the potty into the toilet.
- Immediately clean the potty with water and use cleanline spray.
- If clothing has been dirtied by faeces, carefully dispose of the faeces in the toilet and place soiled clothing in a nappy sack that is labelled with child's name. Double bag soiled clothing, with sticker with child's name and information and place in container until child is collected. This container must be cleaned with cleanline antibacterial wipes after use.
- Dispose of paper towels, gloves, and apron in the waste disposal bin.
- Wash their own hands.

5.3 When changing a nappy, staff:

- Place the child on a nappy changing table.
- Wash hands before placing on appropriate protective clothing, blue nitrile gloves and a blue disposal apron.
- Change the child using wipes to clean them.
- Dispose of all soiled materials including gloves and aprons in the waste disposal bins.
- Before dressing the child, used gloves should be taken off, hands washed, and fresh gloves put on.
- Clean the changing mat and table immediately with cleanline wipes, waiting for the contact time before wiping down with a paper towel.
- Dispose of the paper towel in the waste disposal bin.
- Wash their own hands with soap for 20 seconds.
- Ensure the child washes their hands for 20 seconds with liquid soap.
- Where there are child protection concerns in relation to the child, another member of staff is called upon to witness the procedure.

5.4 The doors to all children's toilets within the Nursery are closed sufficiently to ensure that children have an appropriate level of privacy and dignity when using them .

5.5 If a child accidentally soils themselves or need to be changed for any reason, they will not be changed within their playroom and therefore not in front of their peers. The child is moved to a designated changing area for a staff member to change and clean them as appropriate.

5.6 Blue Nitrile gloves must be used for all personal care procedures.

6 Linked Policies/Related Documents

6.1 UHI Perth Nursery Infection Control Policy.

6.2 UHI Perth Safeguarding Policy

6.3 UHI Perth Nursery Child Protection Policy and Procedure.

6.4 Health and Social Care Standards, Scottish Government, 2017.

6.5 Nappy changing for early learning and childcare settings (excluding childminders) February 2024.