



Effective From	AY 2024/25 (Fall term)
Compliance From	AY 2025/26 (Fall term)

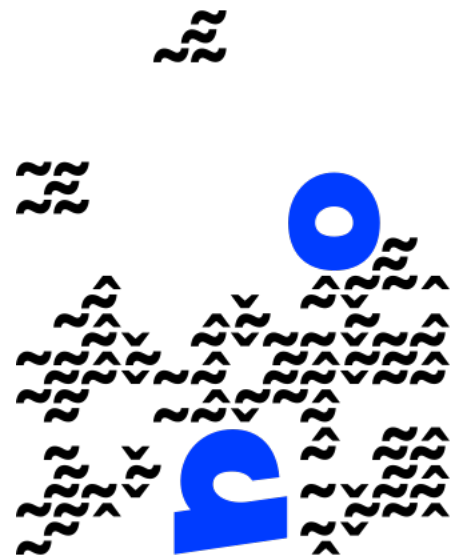
EARLY EDUCATION INSTITUTION **POLICY**

on

PERSONAL CARE

Purpose

This policy sets out the appropriate standards of intimate and personal care children require. It standardizes the quality of personal care and sets clear expectations for all stakeholders (Early Education Institutions (EEI) management and staff, parents, regulators, service providers, etc.).



Definitions

Child	A person under the age of 4 years, as per Federal Decree Law No. (51) of 2022 Regulating Nurseries.
Early Education Institutions (EIs)	All ADEK-licensed institutions that offer early years service (e.g., nurseries).
Infant	Child between 0-12 months of age.
Intimate Care	Any care that involves washing, touching, or carrying out a procedure to intimate personal areas which most people usually carry out themselves. Some children cannot perform their own intimate care because of their early age, physical difficulties, or other special needs.
Key Person	A key staff member who is the primary contact for a key group of children and helps them feel safe and cared for.
Key Team	The team of staff in a child's key group, whom they interact with daily and who take care of their physical, emotional, and educational needs, typically including the EE Educator, EE Assistant, and EE Aide.
Nappy	A piece of toweling or other absorbent material wrapped around a child's bottom and between the legs to absorb and retain urine and feces. It is also referred to as a diaper.
Nappy-Changing Station	This refers to a unit that has a safe, soft surface, at adult height, on which a child is laid and their nappy is changed. This includes a nappy changing table, changing mat, nappy bin, aprons, gloves, nappies, and water basin and usually has provisions for keeping nappies, creams, wipes, and toilet paper.
Nappy-Changing Process	This is the entire process of changing a child's nappy from start to finish.
Personal Care	Attending to children's toileting needs. Examples include support with dressing and undressing (underwear), changing nappies, helping a child use the toilet, or cleaning intimate areas of the body.
Toddler(s)	Children between 1 and 3 years of age.
Toileting/Nappy-Changing Log	This is a log that records the time children were taken to the toilet, or when their nappy was changed. It may also indicate if the nappy was wet or dry, soiled, or remained clean.
Toilet Training	Toilet training (also referred to as potty training or toilet learning) is the process of training someone, particularly a toddler or infant, to use the toilet, instead of a nappy for urination and defecation.

Policy

All EEIs shall ensure that all staff members responsible for the personal care of children always undertake their duties in a professional manner within safe, hygienic, and fit-for-purpose facilities.

All EEIs shall develop and implement a Personal Care Policy that clearly mandates all processes, procedures, and guidelines to be followed regarding:

1. Safeguarding children's rights and emotional wellbeing
2. Suitable facilities
3. Hygiene
4. Staff training and accident management
5. Personal care parent communication

1. Safeguarding Children's Rights and Emotional Wellbeing

EEl staff providing personal care to young children, particularly in relation to toileting and nappy changing, shall do so with utmost respect and care to avoid causing distress, embarrassment, or discomfort. This includes:

- Cleaning a child immediately following awareness of an incident and never leaving them in wet or soiled clothing.
- Taking a child to the toilet as soon as they indicate the need.
- Maintaining children's privacy when arranging a changing area or changing station including restricting CCTV from these spaces.
- Always being responsive and positive.

2. Suitable Facilities

2.1 Sufficient Provision

EEIs shall ensure that each child will be cared for by one adult while tending to their toileting and changing needs. EEIs shall provide at least:

- a) 1 child-sized WC for every 10 children aged between 2 and 4 years old.
- b) 1 changing station for every 10 children aged between 0-3 years (see [ADEK EEI Physical Environment Policy](#)).

2.2 Nappy Changing Stations

EEIs shall provide sufficient quantities of personal care materials and facilitate the functionality of nappy changing stations by:

- a) Provide a changing table, waterproof changing mat, washbasin, and necessary nappy-changing equipment.

- b) Provide nappy-changing equipment which includes enough nappies, single-use protective gloves, single-use changing aprons, and disposable baby wipes.
- c) Ensure the reachability of all nappy-changing equipment within arm's reach from the changing table so that staff do not step away leaving the child unsupervised.
- d) Ensure stability of the nappy changing station in line with child safety guidelines: The standard recommended changing table dimensions are 20" in width (51 cm), 26" in length (66 cm), and 36" in height (91 cm). In addition, the changing pad should be at a minimum, 17" (43 cm) wide and 33" (84 cm) long.
- e) Ensure the suitability of changing tables to prevent prolonged periods of overextension and safeguard the wellbeing of staff members.
- f) Prohibiting floor carpets, rugs, and mats in changing facilities.

2.3 Suitable Space

EEIs shall adhere to the minimum suitable space guidelines for nappy changing and toileting:

- a) Changing nappies shall be restricted to a specific, designated nappy-changing area or within a toilet area.
- b) Changing stations placed in learning spaces, which may be the case for infants or toddlers, shall be located away from the main activity centers.
- c) Nappies shall never be changed on carpets, tables, floor spaces, shared areas, and indoor or outdoor play areas.
- d) Nappy changing and toileting areas designated for children shall never be used for any other purpose.
- e) Nappy changing and toileting areas shall be marked with clear signage prohibiting individuals other than staff from using the facilities.

3. Hygiene

EEIs shall adhere to the highest hygiene standards for nappy changing and toileting practices.

3.1 Hygiene Related to Nappy Changing and Toileting Procedure

- a) EEIs shall display a clear nappy-changing and toileting procedure listing all the steps related to hygiene, in the changing area/room for all staff to follow when changing children's nappies.
- b) The use of gloves and aprons is mandatory when changing nappies and toileting children (see [ADEK EEI Infection Prevention and Control Policy](#)).

- c) Washing hands is mandatory for adults and children after nappy-changing or toileting.

3.2 Changing Station and Toilet Hygiene

Changing station hygiene shall be vigilantly maintained within the changing areas and toilets.

3.3 Hygiene Related to the Use of Potties

The use of potties outside the toilet area is strictly prohibited. Proper potty hygiene shall be maintained (see [ADEK EEI Personal Care Policy Guide](#)).

3.4 Personal Care Hygiene During Offsite Activities

Nappy-changing and toileting logistics shall be planned safely and hygienically before finalizing offsite activities.

4. Staff Training

4.1 Staff Training

EEIs shall train all staff in personal care practices and build capacity for them to identify and flag concerns related to the child's health, particularly in cases of suspected maltreatment.

4.2 Guidance for Dealing with Toileting Accidents

EEIs shall ensure that all staff address toileting accidents promptly and sensitively and in compliance with the toileting accident procedure.

4.3 Guidance for Dealing with Personal Care Post-Circumcision

EEIs shall ensure that all staff are trained to use the right techniques and take the necessary precautions when attending to a child's personal care following circumcision (see [ADEK EEI Personal Care Policy Guide](#)).

5. Personal Care Parent Communication

5.1 Communication of Information

EEIs shall communicate the EEI Personal Care Policy to parents and shall provide them with a registration pack and Parent Handbook including a list of nappy-changing and/or toileting items that parents shall provide.

5.2 Parent Support

EEIs shall provide parents with support and guidance for their child's personal care.

5.3 Daily Updates

EEIs shall provide daily information about their child's nappy-changing and toileting routine, which shall also be logged in each child's daily records. This information shall include any unusual observations of the child's stool or urine, as in color, smell, or consistency.

5.4 Parent Preferences

EEIs shall register parent requests and preferences related to personal care during enrollment and the settling-in phase (see also [ADEK EEI Parent Engagement and Communication Policy](#)).

6. Compliance

- 6.1** This policy shall be effective as of the start of the Academic Year 2024/25 (Fall term). EEIs are expected to be fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term).
- 6.2** Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments or any other relevant law. ADEK reserves the right to intervene if the EEI is found to be in violation of its obligations.

References

- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments
- Federal Decree Law No. (51) of 2022 Regulating Nurseries

Publication

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Department of Education and Knowledge, Abu Dhabi (ADEK)

This policy applies to Early Educational Institutions (EEI) in Abu Dhabi.