



Registered Charity No: 1130840  
 School Mead, Abbots Langley, Hertfordshire WD5 0LB

### Intimate Care and Toileting Policy and Procedures

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as partners .4 Key person	3.2 Supporting every child	

The purpose of this policy is to safeguard the rights and promote the best interests of the children and to ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one.

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

All issues must be dealt with on an individual basis and Breakspeare Community Preschool will make reasonable adjustments to meet the needs of each child.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

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## Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. It is important for staff to bear in mind how they would feel in the child's position. Intimate care can provide positive opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that a child's right to privacy and dignity is maintained at all times.

## Definition

Intimate care is one of the following:

- Supporting a child with dressing/undressing
- Providing comfort or support for a distressed child
- Assisting a child requiring medical care, who is not able to carry this out unaided
- Cleaning a child who has soiled him/herself, has vomited or feels unwell

## Supporting dressing/undressing:

It can be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing and dressing unaided. If this involves undergarments then a member of staff will record this in the changing log in the Baby change or children's toilets.

## Providing comfort or support:

Children may seek physical comfort from staff. Where children require physical support, staff need to be aware that physical contact should be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, and situation of the child. If the parent/carer is with the child ask the parent/carer their permission to touch the child before doing so. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child is inappropriate.

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## Toileting

- Intimate care for soiling/ toileting should only be given to a child after the parents have given permission on the child's registration form.
- If a parent does not give consent, the preschool will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted until the parent arrives. The child will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the preschool will seek to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him / herself.
- When dealing with a child's toileting needs we will maintain a child's dignity, safety and privacy.
- Only staff with full criminal record checks will be allowed to attend to a child's toileting needs.
- It will be preferable, where possible, for the child's key person to help the child.
- Staff should note any unusual marks, bruises, any distress during changing, unusual behaviour from a child and report concern to the Safeguarding Officer.
- Toileting needs are a positive learning time. Staff will encourage independent toileting and self-care.
- Staff are gentle when changing children, avoiding pulling faces and making negative comments.
- Staff will keep parents informed of their child's needs whilst at preschool and encourage parents to work towards independent toileting at home.
- We promote high standards of hygiene on a day to day basis for the benefit of the children and adults attending the Preschool.
- Children are encouraged to wash their own hands using soap and warm water.
- Any child who is changed and lower clothing removed will be recorded in the changes book located in the children's toilets and baby change

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## Nappies

- In our baby change room there is a free standing baby change unit. This can be used or a padded changing mat on the toilet floor.
- The door is left ajar so it is clear someone is in the room attending to a child. A second member of staff must know what you are doing and the name of the child you are with.
- Disposable paper rolls are to be laid over the changing area.
- Disposable gloves for staff are to be used.
- Wipes, nappies and cream provided by parents are to be used. Parents will be asked to provide proper nappies rather than pull-up, training pants as these are not easy to change.
- Nappies, wipes, gloves and paper sheet to be placed in a nappy sack and placed in the nappy bin – this will be emptied daily.
- The changing area can be sprayed using disinfectant and paper towels after use.
- Soiled clothing should be placed in a nappy sack/plastic bag on the child's peg for collection by the parent.
- Hands washed thoroughly when the change is complete and all soiled materials thrown away or put in a nappy sack.
- All materials connected to the nappy change can be disposed of in the bags provided by Three Rivers District Council for incineration.

## Potty Training

- A potty will be available next to the toilets.
- After the child has finished using the potty the child will be shown how to wash their hands thoroughly in the sink.
- Using disposable gloves the contents of a potty can be placed in the toilet and flushed away.
- Spray the potty with disinfectant and rinse with water, tip down the toilet. Using paper towels spray and wipe the potty a second time.

We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and be a disciplinary matter.

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**Protection for Staff:**

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff of the action to be taken.
- Allow the child, wherever possible, to express a preference to choose his/her carer
- Be aware of and responsive to the child's reactions

**Safeguards for children:**

All staff at Breakspeare Community Pre-school are satisfactorily DBS checked and there is a thorough safeguarding policy in place. Any new members of staff are not allowed to change or have unsupervised access to any children in the setting until all checks have been satisfactorily carried out.

**Volunteers/students:**

It may be acceptable for students/volunteers to offer comfort and reassurance to children in the setting. All students/volunteers undergo a CRB check. It is not necessary for students/volunteers to change children.

This policy was compiled with reference to the Health and Hygiene Policy, the Child Protection Policy and the Access Statement.

This policy was adopted at a meeting of Breakspeare Community Pre-school on: (date).....

Signed on behalf of the committee:

Name:..... Signature:.....

Signed on behalf of the preschool:

Name:..... Signature:.....

This policy will be reviewed annually in September

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