



# IVER VILLAGE ACORN NURSERY

## TOILETING & INTIMATE CARE POLICY

**Date of review: September 2022**

**Date of next review: September 2023**

### **Toileting and Intimate Care**

All children have the right to be safe and be treated with dignity, respect and privacy at all times.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Child protection Policy, Health and Safety Policies and First Aid and Medical Care policy.

This policy supports the guidance for safer working practice or those working with children and young people in education settings and the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005: **We will ensure that:**

No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.

- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed incontinence

**Intimate and Personal Care Tasks** – cover any tasks that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

**Partnership with Parents/Carers** – Staff/ Child's key person works in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following: -

- Spare nappies
- Wipes, medicated creams (prescribed), nappy sacks etc.
- Spare Clothes
- Spare underwear

**Best Practice** – When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff working in early years setting must have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

For children with care plans- follow the plan guidance of what is required for intimate care, update the plan in writing where needed e.g. changes to staff rotas.

**Safeguarding** – All staff are DBS checked and permitted to engage in intimate or personal care tasks.

Any temporary or visiting staff will be DBS checked and trained in intimate care policies and procedures.

Staff are trained on the signs and symptom of child abuse and will follow the guidance given.

When a child needs support with changing there will be more than one person who is aware of this. They will change that child in a private and suitable area according to their age.

- Children will be changed within the toilet area, all children will be changed standing up where appropriate to develop the child's independence and awareness. There is a changing table and potty available if needed in the nursery area.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSL/ EYFS Leader/ Nursery Leader will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the DSL/ EYFS Leader/ Nursery Leader will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)

If a child makes an allegation against a member of staff, the procedure set out in the Child Protection Policy will be followed.

**Dealing with body fluids** – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely.

- Nappies and wipes will be placed in a nappy sack and disposed of in the waste bin provided.
- Any fluids on floors, surfaces will be cleaned up immediately and cleaners informed if necessary.
- When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

### **Toileting procedures**

- Children who are wearing nappies will be checked throughout the session to see if they need changing. This will be the responsibility of ALL staff.
- Families to be supported with toilet training, staff to develop plans with parents to move forward and advise throughout.

- Checks and changes should be recorded on the online Care diary forms, on Tapestry.
- Where suitable children should be encouraged to sit up and help with the change of nappy. Encouraging them to help with securing nappy fixings, this is to develop their independence and support change. This is not always suitable for all children so staff team should use professional judgement and discuss with parents/ carers where appropriate.
- Nappy changing area should be kept clean and tidy.
- Children that have soiled themselves will get changed in the toilet cubicles and will be encouraged to help with this process, helping to clean themselves and also supported to get themselves dressed.
- Soiled clothes to be placed in nappy/ carrier bag with child's name and date and placed on child's peg.
- Staff will encourage children to use steps provided to get on changing table.
- Staff will not leave children unattended on the changing table.
- When there are no nappy/clothes available in child's bag spares will be used. Parents/carers will be asked to replace or return spares and make sure bag is replenished. Where there are no spares available parents will be called to bring supply.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.