

Reading Early Years Schools Federation



Intimate care and toileting policy

Chair of Governors: Terry Hardie

Executive Head teacher: Joanne Budge

Date: February 2024

Date to be reviewed: February 2028

Within the REYS federation we care for and educate very young children. We believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. Intimate care routines are essential throughout the day to meet children's basic needs and there are many times when staff are required to have close physical contact with a child. It is important for the children to feel safe, secure and cared for in the nursery.

Aims of this policy:

- to safeguard the rights and promote the welfare of children
- to provide guidance and reassurance to staff whose role includes intimate and personal care
- to assure parents/carers that staff are knowledgeable about both personal and intimate care and that their individual concerns regarding their children are considered.

Definition of Intimate Care:

'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the intimate parts of the body' Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping a child to use a potty or toilet
- changing nappies
- cleaning /wiping / washing intimate parts of the body.

Intimate care can also take substantial amounts of time but should be a positive experience for the child. It is essential that every child is treated as an individual, and that care is given as gently and as sensitively as possible. Children should be treated with dignity and respect and given privacy appropriate to the child's age and situation.

Each child should have their own cream for nappy changing in a named tub. If parents/carers wish to provide an alternative cream than that offered by the nursery, they may do so as long as it is a sealed shop bought product or a prescribed cream by a doctor. This needs to be named and in the original pot and instructions for use need to be followed. If it is a prescribed product a medication form is to be completed.

If during the intimate care of a child they are accidentally hurt, misunderstand or misinterpret something, reassure they will be reassured their safety ensured and the incident will be reported the incident immediately following our policy and procedures.

Nappy changing procedure can be found in Appendix 1

Definition of Personal Care:

'Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation' Personal care tasks specifically identified as relevant include:

- feeding
- administering oral medication
- dressing and undressing (clothing)

- washing non-intimate body parts
- prompting children to go to the toilet.
- hair care

Toilet Training:

There can be a wide variation in children's growth, both developmentally and physiologically with regard to their readiness to be toilet trained.

Therefore, for varying reasons children may be:

- not be ready to be toilet trained
- nearly there but need some reminders and encouragement
- not toilet trained, but respond well to a structured toilet training process
- fully toilet trained but regress for a little while due to the excitement and worry of starting nursery or experiences at home
- fully toilet trained at home but have accidents in the setting, or vice versa
- fully toilet trained but have a disability or learning difficulty, therefore needing additional support with their personal care.
- be developmentally delayed but with additional support can master these skills
- a child with SEND and might require help with some or all aspects of personal care.

Before any toilet training begins in the nursery the key person and parents/carers will have discussed the plan for their child. This will include what is happening at home any particular support their child needs and specific words that are being used at home. This plan will have been shared with the team in the room.

- Consideration will be given for the individual developmental abilities of each child when they are being encouraged to toilet train.
- Respect and sensitivity will always be shown to children's emotional and physical well-being if they have soiled or wet themselves or not used the toilet/potty appropriately. Encouragement and praise will be given on their achievements and progress.
- Children will be encouraged to use their self-help skills for their personal care
- Children will not be given a book or toy while on the toilet or potty nor left on the potty/toilet until they use it.
- Children must always wash their hands after using the toilet or potty and staff must also wash their hands modelling this alongside the children.
- Parents/carers should provide extra clothing for their child who is toilet training. If an accident occurs the child will be washed appropriately and changed into clean clothes as soon as possible. If the child borrows nursery clothes it is the parents and carers responsibility to launder the clothes and return them the next time they are in the nursery.
- Clothes, reusable nappies, blankets or linens belonging to the child which are soiled by faeces, urine or vomit will be rinsed and double bagged, named and stored on the child's peg and sent home with the child on the same day.
- Privacy, dignity and respect will be given shown towards the child at all times.
- Staff will advise parents and carers of the child's progress at the end of the day.

Safeguarding:

- all staff are suitably checked (DBS) and safer recruitment processes are adhered to
- all staff are up to date with their universal safeguarding training and have monthly refreshers:
- all staff are familiar with the safeguarding policy including the section on allegations against staff
- staff are aware of the recording requirements if changing nappies and guidelines for intimate care etc.
- if a child soils themselves then they will be supported in a positive manner ensuring their emotional wellbeing is maintained
- Children should be involved as much as possible in their own intimate care. Allowing them to be as independent as possible. This can be for tasks such as removing clothing or washing private parts of a child's body if required. Support the children in doing everything that they can for themselves.
- staff ensure that other members of the team are aware of the task being undertaken
- staff should not undertake any aspect of intimate care that has not been agreed between the setting, parents/carers and child (if appropriate).
- in some instances, it may be appropriate for two members of staff to change/support a child, i.e., if a child gets very distressed or has made an allegation previously.

Links to other policies: Whistleblowing, Safeguarding

Appendix 1

Nappy Changing Procedure

CHILDREN MUST NEVER BE LEFT ALONE ON A CHANGING MAT.

Nappy changes should be made by the key person or other familiar team member

Children may be changed on the changing unit, standing (adults can sit on a chair when changing children that are standing) or if required on the floor with a mat

- A new set of gloves and a new disposable apron will be put on before the staff member begins to change a child.
- The changing mat will be sanitised and a clean nappy, wipes and any other supplies will be gathered before starting to change the baby/child.
- The child will be calmly told what is going to happen at each stage of the nappy change.
- The child will be cleaned using the appropriate washing materials, such as wipes or cotton wool and water.
- The genital area will be cleaned front to back ensuring all soiling has been removed and the area is fully clean. If for any reason this is not possible, parents will be informed straight away.
- The child's individual cream will be applied appropriately. Prescribed creams will need a medication form completed.
- A fresh nappy will be put on and a change of clothes if needed. These should be supplied by the parents/carer. (Caversham only – unless part of the consumable payment).
- The baby/child will be made to feel as comfortable as possible by talking and singing with them throughout the change.
- The dirty nappy will be bagged and disposed of in a dedicated nappy bin.
- All creams etc. will be placed back in the child's bag or basket.
- Clothes or reusable nappies, belonging to the child which are soiled by faeces, urine or vomit will be rinsed and double bagged, named and stored on the child's peg and sent home with the child on the same day.
- The changing mat will be sanitised and the staff member will wash their hands.