

# Intimate Care and Toileting Policy and Procedures



**Approved by:** Debra Thwaites

**Date:** 19<sup>th</sup> April 2021

**Last reviewed on:** 19<sup>th</sup> April 2021

by Deb Thwaites

**Next review due:** 19<sup>th</sup> April 2022



## **Intimate Care and Toileting Policy and Procedures**

### **Policy Statement**

- 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. Parents are asked to provide their own nappies, wipes and nappy bags.
- 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.
- Signed permission is sought from parents before intimate care procedures are carried out.

### **Safeguarding**

- All staff are DBS checked in accordance with the safer recruitment and child protection policies.
- If staff have any concerns, such as noticing bruising or marks, when changing a child, they will follow normal reporting procedures.

### **Procedures**

- Key workers are aware of the young children in their care who are in nappies or 'pull-ups' and those children who have occasional accidents.
- Young children should wear 'pull-ups' or other types of training pants as soon as they are comfortable with this and their parents agree.
- We have a changing station in both our two year old room (the Teddy Bears) and in the three and four year old area which may be used to lay young children down on if they need to be changed. The stations are at adult working height and staff assist children to climb the steps. Our changing areas are warm, with no bright lights shining down into children's

eyes. Each child's bag is collected before changing nappies so that their nappies, pull-ups and changing wipes are close to hand.

- In the two year old room, the changing station is in full view of the staff in the rest of the room. In the three and four year old area the changing station is in the 'blue' toilets. Any member of staff changing a child will inform their colleagues in the adjacent snack room. The door is left open to allow communication between these two staff.
- Our staff put on gloves before changing starts and the areas are prepared. New gloves are used each time a new child is changed.
- All our staff are familiar with good hygiene procedures and carry these out when changing nappies.
- Our staff never turn their back on a child or leave them unattended whilst they are on the changing station.
- We are gentle when changing; we avoid pulling faces and making negative comments about 'nappy contents'.
- In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.
- We encourage children to take an interest in using the toilet, and will support them in learning the routines.
- We encourage children to wash their hands, and have soap and towels to hand.
- Children access the toilet when they have the need to and are encouraged to be independent.
- Soiled or wet nappies or 'pull-ups' are put in a nappy bag and then placed in an appropriate nappy disposal bin. The bin is located away from the learning environment.

### **Recording incidents**

- When a child has their clothes changed due to a toileting accident, the soiled clothes are put in a bag and labelled with the time of the incident. This bag is given to the parent at the end of the session by a member of staff.
- Each time an adult changes a child, a record is kept noting the time, the reason for change (eg wet/soiled) and the adult's initials. These records are saved for future reference.

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April 2021