



Intimate Care and Toileting Policy

The Rainbow St. Stephen's Nursery School

Aims:

- to safeguard the rights and promote the welfare of children
- to provide guidance and reassurance to staff whose role includes intimate care
- to assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into account.

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 sexual parts of the body'
- Intimate care tasks specifically identified as relevant include:
 - dressing and undressing (underwear)
 - helping someone use a potty or toilet
 - changing nappies
 - cleaning / wiping / washing intimate parts of the body.

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
 - hair care
 - dressing and undressing (clothing)
 - washing non-intimate body parts
 - prompting to go to the toilet.
- Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.
- All children have the right to be safe and to be treated with dignity and respect.
- Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.
- Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation
- Rainbow has set out comprehensive policies and procedures and by adhering to these guidelines, this will ensure safeguarding should protect children and practitioners

Toilet Training:

- Starting at an early years setting is always an important and potentially challenging time for both children and their parents, it is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons children may:
 - be fully toilet trained



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- have been fully toilet trained but regressed for a little while due to the excitement and stress of starting at a setting
- may be fully toilet trained at home but have accidents in the setting, or vice versa
- may be nearly there but needs some reminders and encouragement
- not toilet trained, but responds well to a structured toilet training process
- be fully toilet trained but has a serious disability or learning difficulty
- may have development delays but with additional support will master these skills
- have SEND and might require help with some or all aspects of personal care.

In the starter pack, we inform parents and carers that their child does not need to be toilet trained when starting the nursery and we encourage them to inform us of any changes in their toileting habits and we will then be happy to mirror their approach at the nursery to support their needs.

Parents, via the new starter information/parent handbook will be informed of the intimate care and toileting policy and procedures. Also there is an online access point, via the church website (www.shottermillparish.org.uk).

Safeguarding:

Historically, we now recognise that abuse of children has and can still happen in not only nursery settings but also schools and other child related activities. Therefore, it is crucial that you are not only alert to this but also consider how you can prevent having allegations made against you.

The following is required of you and the nursery management, if you are involved to intimate care or toileting:

- ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to
- ensure staff record on the 'intimate care log' attached to the register that intimate care has taken place and are aware of the recording requirements if changing nappies and/or toileting, for safeguarding reasons
- following setting procedures/guideline for intimate care
- an hourly toilet check chart is completed and any hazards dealt with (water spillage, bodily fluids etc) immediately as per the guidance notes on toilet cleaning
- consider if a child soils themselves then what additional support may the child and staff need
- involve the child as far as possible in his or her own intimate care
- record this to the attached form with the register and inform parents verbally at pick up
- ensure other staff are aware of the task being undertaken
- ensure staff are familiar with our Safeguarding and Child Protection policy including the section on allegations against staff
- it is essential that the adult who is going to change the child informs another member of staff that they are going to do this
- ensure all staff are up to date with their safeguarding training



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Health and Safety:

- The nursery already has procedures in place for dealing with spillages of bodily fluids such as the process to be followed when a child accidentally wets or soils himself, or is sick while on the premises. The same precautions will apply for nappy/pull ups/changing. This should include:
 - staff to wear fresh disposable aprons and gloves while changing a child
 - soiled nappies/pull ups securely wrapped and disposed of appropriately
 - changing area/ toilet to be left clean
 - hot water and soap available to wash hands as soon as changing is done
 - paper towels to be available to dry hands.
- Intimate care can also take substantial amounts of time but should be an enjoyable experience for the child and for their parents. 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. The child should be encouraged to express choice and to have a positive image of his/her body. Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse.
- The normal process of changing a nappy or supporting toileting should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. However, 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.

Intimate care arrangements must be agreed by the setting and parents and be recorded in the child's personal file and consent forms signed by the parents and child.

Intimate care is communicated between home and the practitioner, and is encouraged on a daily basis, where if toileting arrangement have advanced/stepped back, intimate/toileting care can be addressed accordingly.

- Intimate care may involve touching the private parts of the child body and therefore may leave staff more vulnerable to accusations of abuse. It is unrealistic to eliminate all risk but this vulnerability places an important responsibility on staff to act in accordance with agreed procedures. By giving a child privacy are you placing members of staff in a vulnerable position i.e. is your member of staff in an enclosed area alone with a child. Intimate care/toileting log can be found with the register and must be filled out immediately after the care has taken place.



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Useful resources and websites:

- The following are available at eycspractitioners@surreycc.gov.uk
- Safeguarding Children Policy
- Allegations Against a Member of Staff
- Safe Working Practice guidance
- Code of conduct guidance
- Working Together to Safeguard Children 2013
- Available to download from www.education.gov.uk search DCSF-00305-210
- Surrey Safeguarding Children Board manual of child protection guidelines
- Available online at <http://sscb.proceduresonline.com/index.html>
- Surrey Safeguarding Children Board
- www.surreycc.gov.uk/safeguarding
- Advisory, Conciliation and Arbitration Service (ACAS)
- www.acas.org.uk
- NSPCC
- www.nspcc.org.uk



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This policy will be reviewed on a six monthly basis, to keep up to date with policy guidelines.

All Children are welcome at the Rainbow, regardless of whether they are in nappies or toilet trained, within a minority ethnic groups or have language barriers, special needs or disabilities. We encourage our parents and carers to read our toileting policy and inform us of any thoughts towards their child and their toileting needs and intimate care whilst at the nursery and we will liaise with them accordingly. We encourage parents to communicate of any reasons that may make intimate care or toileting a concern during their stay at nursery. We always seek this information from the parents via our 'getting to know you' form when a child starts at the nursery. We ask for regular updates from the parents as to the stage that their child has reached, thus supporting the parents in the toilet training process.

The key person liaises with the parents and asks for them to provide a named changing bag, with changes of clothes and the child's own brands of nappies or pull-ups etc. If the child is in the process of being toilet trained the key person will ask the parents to provide plenty of changes of clothes and pants/knickers for the inevitable wetting accidents.

The nursery always has boy/girl spare clothes available for accidents and for those parents who have forgotten their child's bag or not provided one. The nursery also has a supply of nappies/pull ups and wet wipes and nappy bags for children who have not been provided with a changing bag or if their bag has run out of any of these changing products.

The children in a nappy or pull-up will be checked regularly to ensure they are not soiled or wet. Soiled or wet nappies are always changed by their key person or another member of staff. The nappy is disposed of in the correct manner (see nappy and waste disposal) and any soiled or wet clothes are changed using either the child's own clothes provided or using the nursery's spare clothes. The child's soiled clothes are bagged and attached to the handle of their named changing bag (if provided) or bagged and labelled for the parents to be given on collection, for them to see their child was changed and to be alerted that their child's named bag will need replenishing with necessary items that were used.

The key person will always speak to the child's parent/carer and inform them that they have changed the child, reporting any shortages in the bag or reporting the parents/carers if the child has had to borrow any spare clothes from the nursery.



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Intimate Care and Toileting policy (cont.)

Procedure for staff

- Gather all items ready for use - child's changing bag, plastic waste bags, apron, gloves etc.
- Put on the gloves and apron.
- Place changing mat on the floor and place the child on the mat (do not use the wall mounted changing unit).
- Remove any wet or soiled clothes and place them in a nappy sack, tie up the sack and place in another plastic bag and tie up and fix to the child's changing bag.
- Remove the soiled/wet nappy/pull-up and place it in another nappy sack.
- Clean the child, ensuring that you clean from front to back and using the wet wipes (if not provided use nursery's supply) these soiled cleaning materials should also be placed into the nappy sack with the soiled nappy/pull-up.
- Take off the apron and gloves and place them in the nappy sack with the soiled nappy/pull-up, tie up the bag and dispose of in the sanitary bin provided in the easy access toilet
- Re-dress the child in their clothes (or nursery spare clothes)
- Wash your hands the child's hands using the soap and water
- Dry hands with paper hand towels
- Return the child into the hall with the other children and staff
- Using a new set of clean gloves and apron clean the changing mat with antibacterial spray and paper hand towels, disposing of them in a nappy sack and then in the grey sanitary bin provided. Wash hands, using warm running water and liquid hand soap and dry using a paper hand towel or the hand towel provided in the kitchen.
- Dry the changing mat and replace in the storage bag provided.
- Finally check all the toilet area for cleanliness, before leaving.
- Replace the child's named changing bag on their coat peg



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Toilet cleaning

It is the responsibility of all staff to help keep the toilet areas clean during and after use by the children. The toilets are checked regularly throughout the day and replenished as necessary.

- All cleaning should be undertaken while wearing a disposable apron and gloves. The aprons, gloves and nappy bags are located in the easy access toilet. Plastic bags for clothing, are kept in the hanging fabric plastic bag holder.
- Once a child has finished on the potty this should be emptied immediately in the toilet, using the water from the flushing toilet to swill the potty around and empty. It must then be sprayed with antibacterial spray and wiped dry ready for the next child's use. The removable bowl of the potty must be removed to ensure thorough cleaning and then replaced.
- Child training toilet seats are provided and available for a child to self access. These should be cleaned after each use with antibacterial spray and stored off the floor ready for the next child's use.
- All items used in cleaning can then be bagged in a nappy bag, including the gloves and apron and disposed in the grey sanitary bin provided in the easy access toilet.

Bodily Fluid/Faeces clean up procedure anywhere in the nursery

- The area must be cleared of children and another member of staff alerted to ensure no access is made to the soiled area and the child that requires changing is handed over to another. This member of staff remains in the area until the clean-up procedure can begin. Chairs can be used to ensure no access is maintained
- The staff member who completes the clean-up task must have all the necessary equipment and wear gloves and apron. If the spillage warrants a mop and bucket, the mop and bucket must be taken from behind the boy's toilet door (**not the mop and bucket found in the kitchen***) and filled with hot water and disinfectant solution, using the sink closest to the kitchen door, a suitable plastic bag prepared to bag up waste or nappy sack (dependent on extent of spillage). If the spillage is a minor one, prepare the use of hand towels and antibacterial spray.
- Remove any soft furnishings e.g. cushions and bag up for washing, place in the kitchen by the bins. Any solid waste can be wiped with hand towel and put in the nappy sack. Large spills can then be covered by newspaper and used to soak up excess spillages. Smaller spillages/bodily fluid can be wiped using hand towels and bagged in the nappy sack(s) and placed in the grey sanitary bin. Larger spillages, requiring newspaper can be bagged and removed and the rest wiped with hand towels, and disposed of in the outside bin, at the nearest opportunity
- Then use the mop and bucket, if necessary to complete the clear up. The bucket can be emptied in the closest toilet, new water and disinfectant will then be added to the bucket to disinfectant the mop and then returned behind the boy's toilet door, after emptying.
- The area must remain closed and inaccessible to the children, using the wet floor signs, until the floor is dry and suitable to walk on. The sign can be removed and returned and the area opened to full use again, once it is safe to do so.
- ***Water spills not involving bodily fluids and not in the toileting area i.e. water play/ snack area spillages must be cleaned up using the mop in the kitchen.**



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Guidelines for toilet daily checking

The main toilet area is accessible to the children at all times. They are in constant use and should be checked at regular intervals to ensure that the consumables are replenished when necessary and that they are in a clean and usable condition. All staff are responsible for the regular checks, one member of staff is responsible for the checking of the toilets at the beginning of the day to ensure all items are in place and ready for use. At the start of the day the member of staff checks the following:

- All consumables are replenished.
- Floors are clean and dry.
- All toileting equipment is available for the children's use and stored correctly.
- Bins are ready for use
- Blue double doors to the church are locked and the key is located on the hook above the door on the left.
- The toilet check charts are all in situ and are marked off for the first check of the day.

Thereafter the toilets and the lobby area is checked hourly (or more often) intervals throughout the day by any member of staff and replenished and cleaned accordingly.

Staff toilets

The staff and other adults have access to a separate toilet located through the blue double doors using the key that is hung on the hook above the door on the left. This toilet is also accessible by anyone used at the church.

- **The blue double doors, through to the staff toilet door must be kept locked at all times when the children are in the nursery.**
- Members of staff must unlock the blue doors and then re-lock the door behind them before using the toilet; this will ensure the security of the nursery and the safety of the children. On return, please lock the door behind you the key must be returned to the hook for the next person needing the toilet.