

Sir John Lillie Early Years Toileting and Intimate Care Policy

All children should to be toilet trained before starting school unless they have SEN need and this would be discussed on an individual basis with their parents/carers.

Children need to be able to say when they need the toilet and need to be able to use the toilets independently. This can be verbally or with visual prompts.

No children should be wearing nappies or pull-ups unless they have SEN need.

Early Years staff will endeavour to work with Parents/Carers regarding toileting issues and will offer support, advice and guidance.

Early Years staff will also offer support to children at school, for example, giving reminders and encouraging children to use the toilets throughout the day.

We recognise that a child may still occasionally wet and staff will change the child in the communal area outside the Nursery toilets. In line with our safeguarding procedures we keep a written record of any child that is changed. Although we have no designated changing facilities we will ensure that a child's dignity and privacy are maintained.

We ask that parents/carers always have a spare change of clothes in their child's bag, including clean trousers, underwear and socks and that these are replaced the following day if they have been used.

If a child soils themselves Early Years staff will use their professional judgement to support changing. However, if we have no spare clothing or a child has soiled themselves to such an extent that they need a wash, or we feel that it might be related to an illness we may ask parents/carers to collect their child.

During a child's first 6 weeks at school we recognise that children may still be settling into their new environment and we understand that during this time, children may need extra support and will still be getting used to new routines.

If a child continues to have toileting difficulties after their settling in period, we will aim to work closely with parents/carers by creating a written agreement. The agreement will define the responsibilities that each party has and the expectations for both parties. This agreement will include:

The parents/carers agreeing:

- to make sure their child is changed/toileted at the latest possible time before being brought to school
- to providing the school with nappies/pants, spare clothes, possible cleaners
- to inform the school if their child has any marks or a rash
- to review arrangements when necessary
- to monitor the number of times the child is changed in order to identify progress when a toilet training programmes has been implemented in the home and placement
- to report if the child is distressed or marks/a rash are noticed
- to review arrangements when necessary

The school agreeing to:

- to make sure that a changing area is designated and suitable for that use in order to maintain child's dignity
- to risk assess that the correct and appropriate equipment is used for changing child's clothes.
- to make sure soiled nappies are placed in a 'nappy sack' or appropriate 'nappy bin'.
- to ensure that all necessary changing equipment is kept in the changing area (gloves, aprons, wipes, bags)
- to ensure there is a specific area to wash hands before and after changing. This should be at an appropriate height for adult use and have hot and cold water.
- to make sure hands are washed thoroughly with liquid soap and water before and after each change. Dry hands thoroughly with disposable paper towels
- to make sure any changing mat is water proof and not cracked or dirty

INTIMATE CARE POLICY

DEFINITION OF INTIMATE CARE

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise the school of the intimate care needs of their child, and school has a responsibility to work in partnership with children and parents.

Intimate care can include:

- feeding
- oral care
- washing
- dressing/undressing
- toileting
- supervision of a child involved in intimate self-care

INTIMATE CARE PROCEDURES:

All children have the right to be safe and to be treated with dignity and respect. Our procedures are designed to safeguard children and members of staff.

- We will encourage a child's independence as far as possible in his/her intimate care. Where the child is fully dependent we will talk to them about what is going to be done and give them choice where possible. We will check out our practice by asking the parents/carers any likes and/or dislikes while carrying out intimate care and obtain consent
- We will treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation. Careful consideration will be given to individual situations to determine how many members of staff should be present during intimate care procedures. Generally, one pupil will be cared for by one member of staff unless there is a sound reason for having more adults present, for example, the activity requires two persons for the greater comfort or safety of the child.

- We will make sure our practice in intimate care is consistent. As a child can have different carers, a consistent approach to care is essential and we will work closely with parents/carers and outside agencies to ensure this is the case.
- Members of staff will only carry out care activities they understand and feel competent and confident to carry out. All members of staff have been DBS checked and may be involved with the intimate care of children at times when a designated person is not available.
- Individual care plans/agreements will be drawn up for any pupil requiring regular intimate care.
- Where a care plan/agreement is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information will be treated as confidential and communicated in person or via telephone.
- If a member of staff observes any unusual markings, discolourations or swelling on the child's body, including the genital area, they will report this immediately to the designated welfare mentor in accordance with the school's Safeguarding and Child Protection Policy.
- If a child becomes distressed or unhappy during intimate care, the member of staff will reassure the child, ensure their safety and report the incident immediately to the designated welfare mentor. Parents/carers will be informed about any concerns.