

## 1.22 Toileting and Intimate Care

All children at Cullompton Pre School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the pre-school.

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 Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) and the Disability Discrimination Act. 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 Care Tasks** – This means any task that involves the dressing and undressing of a child, washing their intimate parts, helping them use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Wherever possible, it will be the child's key person that assists a child with toileting and nappy changing where necessary. Every time a child is changed i.e. nappy, underwear or clothing, the member of staff fills in the intimate care sheet (located in the disabled toilet) so that an explanation is recorded and available for parents/carers. We use our disabled/staff toilet to change children and the door is always left open. We obtain parental consent via our Admission Form.

**Partnership with Parents/Carers** – The child's key person works in partnership with parents/carers to provide care appropriate to the needs of the individual child. Where there is a known intimate care need, the key person and parent will together 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 bodily functions.
- Staff will not correct your child when using their own family terms for parts of the body but we will use correct and factual names if asked.
- 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

- The care plan is regularly documented, monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:

- Spare nappies
- Spare Clothes
- Spare underwear

All staff working in early years settings must have a DBS check.

**Best Practice** – When intimate care is given, the member of staff explains fully to the child 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.

**Safeguarding** – Staff are trained on the signs and symptoms of child abuse in line with Devon Safeguarding Children's Board guidelines and are aware of the booklet 'What to do if you think a child is being abused' and will follow the guidance given.

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

Should a child become unhappy about being cared for by a particular member of staff, the Pre School 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 Pre School Leader will seek advice from other agencies (remembering that we 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 Safeguarding Policy will be followed.

**Dealing with body fluids** – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely (*e.g. nappy bins, double bagging etc*). When dealing with body fluids, staff wear disposable gloves and wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all necessary 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.

This policy has been amended to a two yearly review period and, as such, will be reviewed and signed off at a management committee meeting of Cullompton Pre-School each year, as shown below.

This policy was adopted at a meeting of 17<sup>th</sup> July 2013 (date)

Cullompton Pre School on

Date for Review July 2015 (date)

Signed on behalf of the management committee Michael Hall

Name of signatory MICHAEL HALL

Role of signatory (e.g. chair/owner) Chairperson

Previously reviewed on:-	6 <sup>th</sup> July 2015	by	Sarah Lush Chairperson
Previously reviewed on:-	27 <sup>th</sup> March 2017	by	Sarah Lush Chairperson
Previously reviewed on:-	25 <sup>th</sup> March 2019	by	Alex Fox Chairperson
Previously reviewed on:-		by	

Reviewed by Staff on:	19 <sup>th</sup> October 2022 (AP/AJ/MW)
Reviewed by Committee on:	22 <sup>nd</sup> November 2022
Date of next review:	October 2024
Signed on behalf of the Management Committee:	H Tilley
Name of Signatory (printed):	Hannah Tilley
Role of Signatory (e.g. Chairperson)	Chairperson