

## **Intimate Care Policy**

### **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 make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.

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.

We also aim to give the child a basic understanding of hygiene and to maintain high standards of health and hygiene whilst protecting ourselves from infection.

### **Procedures**

- Every one (i.e. teachers, nursery nurses, lunch time supervisors and TA's) has a responsibility for changing children.
- Children should wear pants as soon as they are comfortable with this and their parents agree.
- Although we keep a few nappies in the SEN toilet for emergencies, we expect a parent to provide their own if a child was regularly wetting or soiling.
- There are baby wipes in the SEN toilet but permission to use these must be sought from a parent, in case of allergies.
- We keep a few basic sets of clothes in each toilet area which children are encouraged to choose from, as appropriate, to change themselves if they are able. These are usually donated by parents. All labels inside clothes should be marked with an indelible 'N' for easy identification.
- If a child is regularly wetting or soiling we ask parents to bring in the child's own spare set of clothes which they can hang on their peg.
- Key persons undertake changing children in their key groups if possible.
- If a child is wet the child will be taken to the toilets. The child will be encouraged to use the toilet and then to change into dry clothes as independently as possible. Wet clothes will be placed in a plastic bag on the child's peg.
- If a child is soiled the child should be taken to the SEN toilet so that the changing bench can be used. The upper door of the SEN toilet must be left open when changing a child. This policy is in line with our Safer code of practice policy and Guidance for safer working practices.
- Gloves and aprons are put on before changing starts and the areas are prepared. The unit mat is sprayed with disinfectant after each child has been changed,
- All staff are familiar with the hygiene procedures and carry these out when changing children.
- In addition, staff ensure that nappy changing is relaxed and a time to promote independence in children.
- Children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- They should be encouraged to wash their hands and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Anti-bacterial hand wash liquid or soap should not be used for children.

- Staff are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- Staff do not make inappropriate comments about young children's genitals when changing their nappies.
- Nappies and 'pull ups' are disposed of hygienically. Trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.
- Disposable gloves and aprons will be used when changing children.
- All staff take off their apron and gloves and wash their hands before leaving the changing area.
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NB If children are left in wet or soiled nappies/pants in the setting this may constitute neglect and will be a disciplinary matter. Settings have a 'duty of care' towards children's personal needs.

### **Recording**

A Changing Book should be kept in the SEN toilet and incidents recorded as follows:

**Date. Time. Child's name. Staff changing. Reason for Change. Staff informed.**

This is a useful recording system to monitor children's toilet training, provide information to parents on specific incidents and to keep track of spare clothing.

### **Parents**

When toilet training children we have high expectations and approach the whole subject in a calm and non-blaming way. Little attention is given to continual wetting or soiling and positive reinforcement given when the child manages to use the toilet or stay dry. Simple explanations are given to the child about why it is so good to stay clean and dry. These principles can be shared with parents who may need support in this area. We would hope to talk about any or all aspects of toilet training with parents at all stages to keep them fully informed about progress or concerns at school.

The Cambridge Nursery Federation Governing Body is committed to promoting quality and diversity, providing an inclusive and supportive environment for all. We are committed to equal opportunities and the promotion of non-discriminatory practices in all aspects of work undertaken within the Federation.

The Governing Body is committed to safeguarding and promoting the welfare of children. We expect and require all members of the school community to share this commitment.

Date: Spring 2015

Review: Spring 2018