



## **Intimate care and Toilet policy and procedure**

*This policy will be reviewed on an annual basis*

**Aim: -**

Early Years educators meet a child's individual needs quickly and in a caring responsive way which builds children's sense of trust and security. They recognise these times as wonderful opportunities to promote children's learning helping to build a strong relationship with a child.

The trustee directors will act in accordance with Section 175 of the Education Act 2002 and 'Safeguard Children and Safer Recruitment in Education' (DfES 2006) to safeguard and promote the welfare of children. The trustee directors and management team will act in accordance to 'Safer recruitment and selection' Pippins takes seriously its responsibility to safeguard and promote the welfare of children in its care. Meeting a child's intimate care needs is one aspect of safeguarding.

*The intimate care policy is read in conjunction with our Health and safety, manual handling or moving and handling and Special Educational needs policy.*

### **Health, Hygiene and Safety**

Only an early year's educator who has passed a disclosure and barring scheme will conduct intimate care. Early Years Educators ensure hygiene and safety is of the utmost importance. We educate the children regarding their health and well-being, such as supporting children by reminding them to rigorously wash their hands to remove germs saying our rhyme "sleeves, soap, water, paper towel". Thorough hand-washing by adults is essential after using the toilet or helping a child. The adult will ensure the toilet area itself is kept clean, and the floor surface dry to prevent slipping. Dangerous items such as antibacterial spray, nappy sacks and plastic bags are kept out of reach of children

### **Toileting**

We will always encourage children to use the toilet or potty independently. We also prefer send children to the toilet one at a time. The adult will be sensitive towards their need to ensure that children are clean following using the toilet by offering help or assistance, such as wiping their bottom if this is required. The adult will wear gloves if they need to wipe a child.

### **Toileting accidents/wet from messy play**

- Having their needs met quickly and in a caring responsive way builds children's sense of trust and security. Reassure the child during changing.
- help children develop and extend their self-help skills, by encouraging them to change themselves and wash their hands, positively praising the process.
- If children are wet/soiled and need changing due to an accident, water or messy play the child will be taken to the upstairs or downstairs toilets. It is not necessary for an Early Years Educators to wear gloves and an apron if they are changing wet clothes through water or messy play. Early years educators will use the appropriate cleaning products for example sprinkle the carpet cleaning up bodily fluid with emergency spillage compound.

### **Nappy changing**

Protective gloves and aprons must be worn when a nappy is changed. The children are changed in the designated area. The nappy change table has a surface that can be cleaned easily and thoroughly after each nappy change and there is a sink nearby for adults and children to wash

their hands. Both adults and children wash their hands after a nappy change. Nappy change and toileting supplies are easily accessible to adults, but out of reach of children. To minimise the risk of injuries from falling the adult stays with the child at all times. If a parent has requested their child to be changed on a mat on the floor a protective cover is placed down first. The parent/carer is to provide nappies and wet wipes or cotton wool. Pippins have an emergency supply available. Every child will be changed during a three hour morning or afternoon session and when required. A child who has soiled is changed immediately. A nappy will not be changed if it causes the child severe distress or they are asleep.

#### Nappy changing procedure

1. Change nappy - follow hygiene procedures and wear PPE - interact sing etc
2. Write on log - ensure you know the date and correct time before writing the time
3. Write in book - ensure you know the date and correct time before writing in book
4. Tick register when changed 3 slots morning lunch afternoon

#### Guides for changing depending on arrival time

If a child arrives at 8am change 11am 2pm 5pm

If a child arrives at 9am change 12pm 3pm and 5.45pm

Room leader to frequently check register to ensure N has been ticked for each child wearing a nappy

#### Quality teaching

- have one to one interactions with children, and to give them your full attention;
- interact with children using verbal and non-verbal communication, and respond to children's communication;
- engage in simple play activities with children, such as singing favourite songs or rhymes.

#### Supportive practices

Early Years educators use a range of practical strategies to support positive nappy changing and toileting experiences for children.

- Responding to the child's cues, quickly, giving them un-pressured time, being sensitive to their individual needs, routines and natural rhythms.
- Use consistent language between home and Pippins.
- Speaking respectfully with children about what you are doing. For example, tell children that you are checking their nappy, and talk with them about what is happening as you are changing their nappy or assisting them to use the toilet.
- Asking or reminding children about using the toilet. Child care professionals should be alert to signs that a child is uncomfortable, and for older children be especially sensitive to any signs or communications that they need to use the toilet.
- Taking full advantage of every opportunity for a focused, positive interaction with children during toileting and nappy change times, positively praise children's successes.
- Exchange information with parents and carers regarding toilet routines and or accidents, it is not un-common for children to regress while learning.
- Encourage the child to wipe themselves, assisting them when necessary, encourage the child to flush the toilet and wash their hands saying the rhyme **sleeves soap water paper-towel**. Help children to use the foot pedal on the dustbin.
- Encouraging families to provide children with clothes that assist them to toilet independently, for example, trousers which are elasticated or joggers which are easy to pull up and down.

Member of staff Name in full \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

This policy was adopted at a meeting of Pippins Pre-school  
and nursery

Held on Wednesday 20<sup>th</sup> October 2021

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson etc.)

*E Lloyd*

21/10/21

Chairperson

Commenced 2011 - Reviewed 20.10.2021