

MANOR HOUSE SCHOOL EYFS INTIMATE CARE & TOILETING POLICY

Date of Issue: **February 2019**
Date of Review: **February 2021**
Responsibility: **Head of Early Years**

References:

KCSIE 2018
EYFS Statutory Framework
MHS Child Protection and Safeguarding Policy

Aim

Manor House Intimate Care Policy is consistent with the children's physical abilities and in compliance with ISI regulations.

It is designed to

- Safeguard the rights and promote the welfare of the children
- Provide guidance and support to staff in Early Years

Surrey Early Years and Childcare Service define intimate care as:

“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.”

These tasks include

- Dressing and undressing (underwear),
- Helping a child use the toilet or potty including toilet training,
- Changing a nappy
- Cleaning/wiping/washing intimate parts of the body

Intimate care must be an enjoyable, calm time for the children, wherever possible and they need to be dealt with gently and sensitively. Privacy must be offered depending on the children's age and development within the department. Daily risk assessments must take place (as part of the setting daily risk assessment) of the toilet areas.

Dressing and Undressing a Child

Children should be encouraged to be as independent as possible, depending upon their age and stage of development. Privacy should be offered and where a member of staff needs to help a child, this must be done in the toilet with the door open and other staff nearby in the classroom. This should be recorded on the sheet provided and parents informed where necessary.

Nappy Changing

We aim to support the child's care and welfare in accordance with their individual needs. In order to provide the children with a strong consistent relationship with an adult, the children will be changed by their **key Person** wherever possible. Staff must interact positively with the child and reassure them if necessary.

Information will be shared between staff and parents about nappy changing and toilet training and we aim to work closely to ensure consistency for the children.

- Only staff that hold a valid DBS certificate are allowed to change the children.
- This must only be in the designated changing area provided, which allows for privacy but is not closed off. The door must never be closed to the bathroom.
- Parents leave a supply of nappies, wipes and creams, which are stored in an individual named basket.

Method

- All children should be changed as and when needed, but at least once during each session time and three times if they are staying all day.
- All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet), D (Dry) or BM (bowel movement), C (cream used) or S (Sore). The time of nappy change must be recorded and the member of staff initials this on the chart.
- A child must be changed immediately if they soil their nappy or it becomes wet.
- Children who have a daytime rest must have their nappy checked before going to sleep and changed when they wake up.

CHILDREN MUST NEVER BE LEFT ALONE ON A CHANGING MAT

Procedures

- Ensure staff are prepared with all the necessary supplies before changing a child
- When changing a nappy, staff members must wear a disposable apron and disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for each child.
- Remove the nappy, dispose of it in a clean nappy bag, and place in the nappy bin once you have finished changing the child
- Clean the child's bottom and genitals area remembering to wipe from front to back. Place used wipes in the nappy bag, tie and place in nappy bin. Dispose of gloves and apron.
- If requested by the child's carer, apply nappy cream using a new pair of gloves
- Place a new nappy on the child and replace their uniform (With a clean set of necessary)
- Wash both adults and child's hands
- Clean the nappy change mat with anti-bacterial spray provided and dry with paper towel
- Replace the items in the child's basket and check for supplies (A recording sheet needs to be completed and given to the parents where necessary.)
- Record nappy change on the sheet provided.

Toilet training

All staff must be available to offer support and advice to parents, where necessary to decide if their child is ready for toilet training. (See Guidelines for Toilet Training) The toilets in both nursery and Kindergarten are of the appropriate size for the children. Potties are also available where necessary.

- Children need to be monitored and supported when using the toilet
- Ensure they wash their hands after each use
- Encourage them to manage their own personal hygiene as soon as the children are able but give support where necessary
- If they soil themselves adults must deal with the situation in a calm, sympathetic manner
- Follow procedure for changing a child and record on nappy chart
- Place any clothes in a double nappy bag and give to parents/carers at the end of the session

Potties

- If a child needs to use a potty provide a private space for them to do so.
- Parents are welcome to bring the child's own potty from home if they wish to do so. These must be provided in a separate labelled bag
- Wear an apron and gloves
- When finished dispose of waste in the toilet and clean with anti-bacterial spray
- Wash your hands

Safeguarding

If during the intimate care of a child, they are accidentally hurt, it is essential that they are reassured and the incident is reported to the Head of Early Years who will record the incident and inform parents.

Any unusual emotional or behaviour response must also be reported and recorded.

All staff must be aware of the **Manor House Safeguarding Policy** and should follow guidelines if there are any concerns about the children's safety.

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Reviewed and Updated: