



## Atherstone & Bedworth Heath Nursery Schools and Warwickshire Early Years Hub

# Toileting Needs & Intimate Care Policy

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## Toileting Needs & Intimate Care

Bedworth Heath Nursery School and Atherstone Nursery School aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar carers to ensure they can grow confidently and feel self-assured.

Intimate care encompasses areas of personal care, which most people usually carry out for themselves but some people may be unable to do because of their age, impairment or disability. Children or young people may require help with eating, drinking, washing, dressing and toileting. Intimate care routines are therefore essential throughout the nursery session to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by their family leader or familiar staff member with the exception of the first aid treatment that will be conducted by a qualified first aider. All staff will be directly employed by the school.

Children are admitted to the Nursery School regardless of whether they are toilet trained or not. If a child is still using a nappy, the use of pull-ups are discussed with parents so children can access the toilet if they wish, with plenty of changes of clothes provided by parents/carers. Parents/carers will be advised to ensure their child starts their session in a fresh nappy/pull-up. There are facilities for children to be changed available in school. Through conversations with parents and observations staff will be vigilant to identify toileting/changing needs for each child. If a child remains in nursery beyond 3 hours and is wearing nappies/pull-ups staff must change their nappy/pull-up. Specific care routines will be specified and agreed with parents within Health Care Plans (signed by a Health Professional) or IEP's.

Staff encourage children to use the small, child friendly toilets and once a child is on the way to becoming aware of his/her own hygiene then underwear are the next step – again with lots of spare clothing made available. We request that parents/carers send children in clothes which are easy for them to take on and off independently.

Children do have some accidents at nursery, even when fully toilet trained, as they become very engrossed in the exciting activities on offer. They 'forget' and can leave it too late! Staff expect this from time to time. They reassure children that it is just an accident and change children into clean underwear and clothes provided by parents/carers. If there are none available then a small selection of spare clothes will be used. Parents/carers may be contacted to bring in spare clothes if there are none available/suitable in Nursery.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties:

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents/carers understand how this works
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks registration
- Ensure all staff are competent to carry out intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support
- Students will not be expected to routinely change children. If this experience is required as part of their course content they will observe staff and will only change a child under close supervision of a staff member.

- Those on apprenticeships are able to change children once relationships have been established with the children and they are deemed competent by the nursery lead teacher.
- Supply staff, volunteers, trainees or work experience people will not be permitted to change children.
- Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures (**Appendix 1**) relating to intimate care routines.
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents/carers on all aspects of the child's care and education as laid out in the Parental Responsibility Policy. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.
- Staff should speak to the child personally by name so that they are aware of what is going to happen as part of the care routine.
- Staff, through information shared by parents/carers, should have knowledge and understanding of any religious and cultural sensitivities related to aspects of intimate care and take these fully into account.
- Ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner.
- Follow best practice by using the correct anatomical names for the all parts of the body including intimate areas.
- The setting operates a whistleblowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery.
- The nursery conducts regular risk assessments on all aspects of the nursery operation and this area is no exception. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

**If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see a senior member of staff at the earliest opportunity.**

## Appendix 1

### Toileting & intimate care procedures for staff

**As stated in the Toileting Needs & Intimate Care Policy wherever practically possible the child should be attended by a familiar member of staff who is fully aware of their individual needs and preferences.**

- In line with good practice, where staff will be in a one to one situation with a child this should be communicated to another member of the team. For example if you are accessing facilities that take you out of view of other staff you should always say:
  - where you are going
  - who you are with
  - the duty you are intending to perform.
- Changing facilities should be easily accessible and equipment maintained and supplies stocked to ensure procedures can be carried out without undue delay. **Get everything ready first.**
- It is good practice to keep the door open, where practically possible, whilst also preserving the child's privacy and dignity by using your own body as a screen.