

# Stockland and Yarcombe Preschool Toileting and Intimate Care Policy

## Revised: November 2024

All children at Stockland and Yarcombe Preschool 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 Stockland and Yarcombe Preschool.

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, Moving and Handling policy and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2017 and the Disability Discrimination Act 2005: Stockland and Yarcombe Preschool 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 to provide intimate care due to their toileting needs
- Adjustments will be made for any child who has delayed continence

**Intimate Care Tasks** – cover any tasks that involve the dressing and undressing, washing including intimate areas, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

**Partnership with Parents/Carers** – Staff at Stockland and Yarcombe Preschool work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The plan should be signed by all who contribute and reviewed on an agreed basis, termly ideally but at least annually or when something changes.

The toileting or intimate 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)
- Agreed terminology for areas of the body and bodily functions
- Child's level of ability i.e., what tasks they are able to do by themselves
- Acknowledge and respect any cultural or religious sensitivities related to aspects of intimate care
- How and when it is to be monitored i.e, termly or when an aspect of care changes in accordance with the child's development

Parents/Carers are asked to supply the following:

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare Clothes/underwear

**Best Practice** – When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Staff to 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.

All staff working in early year's settings must have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child. Best practice is for the child's Key Person to take the child to the toilet/change nappy each time but where this may not be possible keep this to a maximum of two alternative people.

**Safeguarding** – Staff are trained on the signs and symptoms of child abuse which in line with Devon Safeguarding Children's Board guidelines and are aware of the DFE's 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 SDO/ Manager/Playleader 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 SDO/Manger/Playleader will seek advice from other agencies. Please remember that you need parental permission to talk to any agency about a specifically named child, except where a child is considered to be at risk of harm and you believe that seeking parental consent may increase this risk.

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 by *(insert provider's procedures regarding disposal e.g. nappy bins, medical bins, double bagging etc)*. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home or *(insert provider's procedures)* – staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff to maintain high standards of personal hygiene and will take all practicable 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.

Signed: Jemma Harvey-Jones

Date 22.11.24