

Tudhoe Moor Nursery School

Intimate and Personal Care Policy



This policy is primarily to provide guidance for the toileting needs of children in the EYFS including issues such as toilet training, incontinence and toilet accidents. However, personal care also includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.

It may also be useful in dealing with other incidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness, weather etc.

The School has an obligation to meet the needs of all children regardless of their stage of personal development in the same way as we would meet the individual needs of children at different stages of linguistic, cognitive, social, physical and behavioural/emotional development.

Children should not be excluded from participating in activities if they are not toilet-trained. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time. 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.

The school will share policy and procedures for dealing with children's general toileting needs with parents or carers. It is important that there is a positive dialogue between home and school about strategies in use with the child so that these can be reinforced as appropriate

Principles:

It is the right of the child to be treated with sensitivity and respect, and in such a way that their experience of personal care is a positive one. As far as possible the child should be allowed to exercise choice and should be encouraged to have a positive image of their body. There should be recognition that toileting support can involve risks for both the child and any adults in attendance.

Intimate care may include the;

- changing of nappies
- assistance of children who have wet/soiled their clothes
- administering of first aid
- provision of a specific risk assessment for those children with medical, special educational needs or disabilities
- support of young children with SEND who may need physical prompts or help
- appropriate comfort of a distressed child

We must;

- acknowledge that physical contact can be a sensitive issue for some children
- acknowledge that innocent and well-intentioned physical contact could potentially sometimes be misconstrued

Procedures:

- In Nursery we recognise that children will join us having reached differing levels of independence and development in toileting and self-care:
- Key Persons have a list of personalised changing times for the children in their care who are in nappies or 'pull-ups' which is shared with parents daily.
- Children are also changed whenever the need arises, we do not leave them in wet or soiled nappies or clothing.
- Key persons undertake to change children in their key groups, a secondary key person will change them if the key person is absent.
- Changing areas are warm and there are safe areas to lay children on if they need to have their bottoms cleaned.
- Blinds are kept down in this area to ensure privacy.
- Each child has their own nappies, 'pull-ups' and wipes (which are supplied by the parents) accessible in the changing area.
- Gloves and aprons are put on before changing commences and the areas are prepared. All areas are wiped down after use.
- All staff are familiar with the hygiene procedures and carry them out when changing nappies or 'pull-ups'.
- Key persons recognise that nappy changing is relaxed and a time to promote independence in young children. They avoid pulling faces or making negative comments about nappy contents or the child.
- Nappies and 'pull-ups' are disposed of hygienically. Soiled clothing is bagged for parents to take home.
- Young children are not left in soiled or wet nappies, 'pull-ups' or pants as we have a 'duty of care' towards children's needs and this could be interpreted as neglect.
- Changing area is left clean and ready for the next child.
- Children are encouraged to take an interest in using the toilet, they may just want to sit on the toilet at first.
- Older children can use the toilets whenever they have the need to and are encouraged to be as independent as is age and developmentally appropriate.
- Children are reminded at regular times to go to the toilet.
- Children are encouraged to wash their hands and have soap and paper towels to hand. They are allowed to explore the water and soap.

Advice and Support:

There are other professionals who can help with advice and support. Family Health Visitors and Community Nursery Nurses have expertise in this area and can support adults to implement toilet training programmes in the home. Health Care Professionals can also carry out a full health assessment in order to rule out any medical cause of continence problem.

Parents are more likely to be open about their concerns for their child's learning and development and seek help if they are confident that they and their child are not going to be judged for the child's stage of development.

Sensitivity and Respect:

The child should be spoken to by name and given explanations of what is happening. Privacy appropriate to the child's age and situation should be provided. The child should be encouraged to care for herself as far as possible. Items of good quality, appropriately sized spare clothing should be readily available. Adults should be aware and responsive to the child's reactions. Some children refuse or are very reluctant for an adult outside of the family to care for them. In these circumstances special arrangements can be made for a family member to come in. The dignity of the child must be respected and so as much as can be kept confidential between child, school and parent is kept confidential.

Safeguarding Children and Adults:

Anyone caring for children has a common law duty of care to act like any prudent parent. Staff ensure that children are healthy and safe at all times.

Adults dealing with personal care of a child will be employees of the school and will have undergone regulatory employment checks in accordance with Government and EYFS requirements.

All staff are aware of the school's protocol and procedures. All staff have received appropriate training and will receive support where necessary.

All toileting incidents must be reported straight away. The minimum information to be kept is the date and time, the name of the child, the adult(s) in attendance, the nature of the incident, the action taken and any concerns or issues.

The parents are informed as soon as possible and staff should have the opportunity to raise any concerns or issues.

Leaving a child in soiled or wet clothing for any length of time, even if waiting for the arrival of a parent or carer, could be interpreted as a form of abuse.

The normal process of cleaning a child should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the process to ensure that abuse does not take place. DBS checks are carried out to ensure the safety of the children with staff employed by the school. If there is known risk of false allegation by a child or parent then a single member of staff should not clean a child unsupervised. Members of staff must ensure that they do not change or clean a child in a room alone with the door closed.

Health and Safety:

In the case of a child accidentally wetting, soiling or being sick whilst on the premises: Staff should wear disposable gloves and aprons to deal with the incident.

We provide flushable wipes and encourage the child to use them and to wash the private parts of their body. Soiled clothing is double bagged and tied. Hot water and soap should be available to wash hands as soon as the task is completed.

Bio-hazard kits are available and should be used as appropriate in line with the school's Health and Safety procedures.

Roles and Responsibilities:

Parents and carers are made aware of policies and procedures related to intimate care and all specific instances related to their child. If it becomes evident that a child has an ongoing problem that requires regular intimate care intervention, the school will make arrangements with the parent/carer for the long term resolution of the problem. This is likely to include a care plan that involves the parent/carer directly as well as external reference to a Health Care professional.

When toilet training children, we have high expectations and approach the whole subject in a calm way. Little attention is given to continual wetting or soiling and positive reinforcement is given when the child manages to use the toilet or stay dry. Simple explanations can be given to the child about why it is good to stay clean and dry. These principles can be shared with parents who may want support in this area. Our Toilet Training Champion is also available to offer support and advice to parents. We talk about aspects of toilet training with parents at all stages to keep them fully informed about progress or concerns at school. We convey to parents that learning these skills are just as important as learning other pre-school skills. The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

Date of review:	September 2026
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Date of next review:	September 2027
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