



Lady Katherine Leveson CE Primary School

Intimate Care, Nappy Changing and Toileting Policy

Signed: _____ (Chair of Governors)

Date: Spring Term 2023

Date of Renewal: Spring Term 2026

Intimate Care, Nappy Changing and Toileting Policy

Philosophy

At Lady Katherine Leveson C of E Primary School the spiritual, social, moral and cultural development of all our children and being safe is paramount. We believe that an important function of the school is to maintain an environment in which every member of the school is able to achieve success and self-fulfilment. There must be a total consistency of expectation that everyone (irrespective of gender, race or culture) should feel safe and secure, have empathy for all others, and place a high value upon individual achievement and personal development.

In intimate care situations, the child's safety, dignity and privacy are of paramount importance. Children requiring intimate care will be treated respectfully at all times.

'Intimate care' covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including, toileting, washing and dressing.

Staff at Lady Katherine Leveson C of E Primary School who provide intimate care will do so in a professional and safe manner at all times. Staff are to be fully aware of safeguarding issues and will have relevant training (e.g.: health and safety, child protection, manual handling) before providing intimate care. No child should suffer distress or pain as a result of receiving intimate care. Pupils whilst being involved in intimate care should not be held beyond lifting a nursery aged child on/off the nappy changing unit.

Aims:

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children and ensure their individual needs are identified and met.
- To ensure children are supported during this period of their development so that they have a positive experience.
- To work alongside parents/carers towards independence, with the family and child feeling supported throughout.
- To consider the family's cultural preferences where possible.
- To signpost sources of further information about bladder and bowel health and toilet training.
- To provide guidance and reassurance to staff who are required to change a child's nappy/clothes.
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.

Care Plans

Staff will work in partnership with parents or carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The 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 at one time, reasons will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. verbal, visual)
- Child's level of ability – what tasks they are able to carry out by themselves

Best practice

When intimate care is given, the member of staff will explain fully each task that is carried out and the reasons for it. Staff will encourage children to do as much for themselves as they can.

If a child requires intimate care on a regular basis, it is a good idea for two members of staff to share the care between them. In this way the child should not become overly dependent on a single member of staff, and is less likely to become distressed if their usual carer is occasionally unavailable. However, parents' views on the number of staff providing personal care to their child must also be taken into consideration - some children may simply be unable to cope with more than one carer. We have policies in place that promote safe recruitment, as well as staff supervision, safeguarding and intimate care procedures; together these ensure that should a child need consistent care from one member of staff, the child's safety and well-being will not be compromised.

Protecting children

Staff are familiar with Safeguarding procedures. The Schools procedures reflect the guidance in the Government guide Working Together to Safeguard Children (July 2018). All staff have received level one Safeguarding and Child Protection training and have read the Safeguarding and Child Protection Policy. All staff adhere to the procedures and guidelines set out in this policy.

If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc., they will inform one of the designated Child Protection Officers immediately [Designated Safeguarding Lead]. The Safeguarding Children policy will then be implemented. The DSL is Mr Neil Kitching (Headteacher) and the Deputy DSL's are Miss Vicky Russell, and Miss Michelle Pitt.

Should a child become unhappy about being cared for by a particular member of staff, the DSL will look into the situation and a record made. These will be discussed with the child's parents or carers in order to resolve the problem. If necessary the DSL will seek advice from outside agencies.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Children policy will be followed.

Dealing with blood and body fluids

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing it from the premises. When dealing with body fluids, staff will wear personal protective clothing, (disposable plastic gloves and aprons), and will wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been dealt with fully. Staff at Lady Katherine Leveson C of E Primary School will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection. After staff have supported during intimate care, then hands should be washed with soap to protect themselves and the child / other children from cross-contamination.

Early Years Foundation Stage

In the Early Years Foundation Stage, the Early Learning Goal for health and self-care states that by the end of Reception, children should be able to manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.

We know that children develop at different rates, and some children coming into our nursery may still be wearing nappies or be in the process of toilet training.

No child will be excluded from participating in our setting who may, for any reason, not yet be toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support of adults both in the nursery and at home.

Our policy takes a partnership approach and is in accordance with the requests of the parents/carers and consistent with the physical and emotional abilities of the child. We take into consideration the Equality Act, Health & Safety regulations and guidelines issued by Warwickshire County Council, as well as professional and expert advice, e.g. from Health Visitors and specialist organisations such as www.eric.org.uk.

Safeguarding:

We believe all children have the right to:

- Be treated with respect and to be protected from harm.
- Feel and be safe in their interactions with adults and other children.
- Understand as early as possible what is meant by feeling safe and being safe.

We follow the principles of Protective Behaviours, a personal safety programme which aims to promote resilience in children, using clear communication, and awareness of safe behaviours. We will therefore always use the correct terminology for body parts. For

example, if children use nicknames for body parts such as fairy or winky, we will model back the correct vocabulary of vulva or penis. These are not seen as rude words, but biological words that describe specific anatomical parts. Children are then equipped to speak clearly and specifically about their body, helping to safeguard them by enabling them to describe if inappropriate sexualised activities were to occur.

It is important that children are changed in a reassuring and caring way by their key person or known member of staff. The adult should signal their intention to change a child's nappy/clothes and ask for the child's consent, as appropriate for their development.

Only regular staff members (who all have an enhanced DBS check) who the child is familiar with will undertake nappy changing/toileting. Volunteers or students on placement should not carry out nappy changing/toileting, but can support with hand washing.

Staff should always tell another member of staff when they are changing a child, and only use the designated nappy changing areas which allow for privacy but which are not closed off.

Facilities:

We believe our school is a place where we all want to be, where children feel safe and secure, and this extends to our toilets.

Some children find going to the toilet frightening (e.g. the sound of the flush, the water splashing), and toilet avoidance can lead to constipation or urinary tract infections.

Our toilets are age appropriate and low level, allowing children to sit with feet flat and firmly supported, knees above hips. We don't normally use potties in nursery however as a combined nursery/preschool unit, potties are sometimes provided by parents/carers for their child. In these cases we will discuss individually with that parent how we will support toileting and realistic timeframes and strategy to progress to school toilets.

Staff check there is an adequate supply of toilet paper, soap and paper towels and that the toilets are kept clean and tidy throughout the day in order to provide a safe and pleasant environment.

Additional information:

Occasionally children in nursery may have special educational, medical or emotional/trauma related continence issues that require a different approach to toileting.

Careful consideration of any care plans and advice from professionals should be sought in these cases.

Regular encouragement and praise is important during toilet training. A reward chart may sometimes be useful for a child to experience success. This should be personalised to the child and shared with the parents/carers. The focus should be on achievable goals such as sitting on the toilet when asked to do so. Keeping pants dry may be an unachievable goal initially.

It is not the sole responsibility of the nursery to toilet train a child. Toilet training is a joint effort between home and nursery. Once a child has begun toilet training at home, we will work in conjunction with the parents/carers and encourage children to work towards managing their own personal hygiene independently in nursery as an important part of their personal, social and emotional development.

During the transition to toilet training, we discourage the use of pull-up nappies. We suggest that if nappies are used, e.g. for naps or journeys, a nappy could be put over pants so if the child wees they are aware of the sensation of feeling wet.

We recommend boys should be guided to sit down to wee. The correct mechanism of weeing is triggered by relaxation and it is much easier to relax when seated. In the early stages of toilet training children cannot differentiate between the need for a wee and the need for a poo. If they wee standing up they may hold onto the poo and can become constipated.

Staff Guidelines – Nappy Changing:

- Draw up a nappy changing plan with the parents/carers when required (see pro forma). The main time to do this is at a new starter parent consultation.
- Check regularly (or as agreed with parents/carers) whether the child's nappy needs changing. A recurring alarm on the iPad may be useful.
- Respect a child's dignity by taking them into the bathroom if you need to check their nappy (do not check in the classroom in front of others).
- Inform another member of staff when you are changing a child.
- Leave any doors open.
- Wear appropriate protective clothing (apron and gloves) which should be thrown away after use.
- Use a changing mat, and disinfect before and after use. (Ensure the changing mat is replaced when worn or dirty.)
- Encourage the child to help get themselves undressed/dressed.
- Double bag used nappies in a nappy bag and disposed of in a bin located by the nappy changing unit.
- Double bag wet/soiled clothing ready to hand to parents at the end of the session.

- Wash hands thoroughly, and supervise the child washing their own hands.
- Write nappy changes on individual forms (see pro forma) that are kept in a nappy changing file. Records are archived at the end of the academic year.
- Discretely inform parents/carers at the end of session.
- Review child's progress towards toilet training with parents/carers as required.
- Review child's progress towards toilet training with colleagues as required, e.g. when moving from nursery to pre-school.

Staff guidelines – toilet training:

- Draw up a toilet training plan with parents/carers when required (see pro forma). The main time to do this is at a new starter parent consultation.
- Check regularly (or as agreed with parents/carers) whether the child would like to use the toilet, being observant for behaviour that indicates they need to use the toilet. A recurring alarm on the iPad may be useful.
- Ask, "Do you need the toilet?" rather than do you need a wee/poo.
- The optimum timing for toileting is 20-30 minutes after meals (the most likely time for a child to poo).
- There should be a suitable interval left between prompts to wee as the bladder needs to be full to empty correctly. Children should be encouraged to drink regularly (ideally five cups a day).
- Respect a child's dignity by taking them into the bathroom if you need to check their pants (do not check in the classroom in front of others).
- Deal with any toileting accidents in a sympathetic, low key manner. Staff should maintain a calm, supportive approach at all times. Toileting accidents are to be expected – children learn to recognise the sensation of needing a wee/poo by wetting/soiling.
- Clean any toileting accidents promptly, using a red mop and disinfectant on hard surfaces, and absorbent granules on carpet. Use wet floor signs to keep the area clear.
- Inform another member of staff when you are changing a child.
- Leave any doors open.
- Wear appropriate protective clothing (apron and gloves) which should be thrown away after use.
- Encourage the child to help get themselves undressed/dressed.
- Use a changing mat, and disinfect before and after use.
- Double bag wet/soiled clothing ready to hand to parents/carers at the end of the session.
- Wash hands thoroughly, and supervise the child washing their own hands.
- To monitor progress, write on individual toilet training records to keep a record of toileting successes and accidents (see pro forma). These records should be retained for archiving at the end of the academic year.

- Discreetly inform parents/carers at the end of the end of session.
- Review child's progress towards independence with parents/carers as required. If the child does not appear to be making progress, or regresses, discussions should be had with the parents/carers as to the reasons why, (e.g. whether it may be a physical or emotional issue), and to consider returning to nappies and trying again at another time.
- Review child's progress towards independence with colleagues as required, e.g. when moving from nursery to pre-school.

Nappy changing plan – to be completed with parent/carer

A plan must be put into place for every child coming into nursery in nappies.

We encourage children to work towards managing their own personal hygiene independently as an important part of their personal, social and emotional development. Please see our nappy changing and toileting policy for further information.

We will regularly review this plan according to the child’s progress or the parents/carers’ wishes.

Please check the following:

- I agree to provide a bag with enough nappies, wipes and nappy bags for their time in nursery.
- I agree to send my child to nursery in clothing that is easy to manage.
- I agree to ensure that my child arrives at nursery in a clean nappy.
- I give permission for staff to check my child’s nappy regularly and change my child’s nappy as required, or in accordance with any other arrangements made in this plan.
- I agree that nursery staff and I will exchange any significant observations made during a nappy change (i.e. badly soiled nappy/strong urine/nappy rash etc.)
- I agree to complete a toilet training plan with nursery once my child has begun toilet training at home.

Please specify any particular requirements, e.g. use a cream, or any particular words used during nappy changes: *(Please note, in nursery we will always use the correct terminology for body parts.)*

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Child’s name:	
Parent/carer signed:	
Relationship to child:	
Date:	
Key worker signed:	

Nursery copy to toileting file. Copy home to parent/carer.

Toilet training plan – to be completed with parent/carer

A plan must be put into place for every child coming into nursery who is currently toilet training.

It is not the sole responsibility of the nursery to toilet train a child. Toilet training is a joint effort between home and nursery. Once a child has begun toilet training at home, we will work in conjunction with the parent/carer and encourage children to work towards managing their own personal hygiene independently in nursery as an important part of their personal, social and emotional development.

Toileting accidents are to be expected. Please see our nappy changing and toileting policy for further information.

We will regularly review this plan according to the child's progress or the parents/carers' wishes.

Please check the following:

- I agree to provide a bag with enough spare pants and clothes, wipes and nappy bags for their time in nursery.
- I agree to send my child to nursery in clothing that is easy to manage.
- I agree to ensure that my child uses the toilet at home before arriving at nursery.
- I give permission for staff to check if my child needs the toilet regularly, or in accordance with any other arrangements made in this plan.
- I agree that nursery staff and I will exchange any significant observations made during toilet training (i.e. repeated accidents/strong urine etc.)
- I agree to work in partnership with nursery and follow the same toileting routines at home.

Please specify any particular requirements, or any particular words used during toilet training: *(Please note, in nursery we will always use the correct terminology for body parts.)*

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Child's name:	
Parent/carer signed:	
Relationship to child:	
Date:	
Key worker signed:	

Nursery copy to toileting file. Copy home to parent/carer.

