

Intimate Care and Toileting Policy

At Bell House Nursery we believe that intimate care is not only necessary but should be a positive experience for children. It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. Children should be treated with dignity and respect and given privacy appropriate to the child's age and understanding. Self-care is an important part of a child's development and each room must look at their children's age and stage in development. At Bell House we believe that all children are individuals and this should also be considered when we look at the level of care they require.

We believe that children's intimate care needs should not be separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care shouldn't be part of a general approach towards facilitating participation in daily life.

We aim to:

- **safeguard the rights and promote the welfare of children and staff**
- **provide guidance and reassurance to staff whose role includes intimate care**
- **assure parents that staff are knowledgeable about personal care and that their individual concerns are considered.**

Definition of Intimate Care:

'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'

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a potty or toilet
- changing nappies
- cleaning / wiping / washing intimate parts of the body.

Definition of Personal Care:

'Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation'

Personal care tasks specifically identified as relevant include:

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing)
- washing non-intimate body parts
- prompting to go to the toilet.

At Bell House Nursery we:

- review our Intimate Care and Toileting Policy annually or when it may need amending due to a change in legislation or guidelines.
- We ask staff to read all our policies and procedures and sign that they have read and understood and agree to adhere to them.
- Our guidelines safeguard children and practitioners.
- Make the Intimate care and toileting policy available to read on our website, Policies and Procedures are situated at reception for parents to read and we provide an individual copy to parents if requested.
- We understand that all children are individuals and any additional barriers they may face, with regards to cultural backgrounds, English as an additional language or disability will be treated with respect and dignity for that individual.

Toilet Training:

Starting at an early years setting is always an important and potentially challenging time for both children and their parents, it is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons children may:

- be fully toilet trained
- have been fully toilet trained but regressed for a little while due to the excitement and stress of starting at a setting
- may be fully toilet trained at home but have accidents in the setting, or visa versa
- may be nearly there but needs some reminders and encouragement
- not toilet trained, but responds well to a structured toilet training process
- be fully toilet trained but has a serious disability or learning difficulty
- may have development delays but with additional support will master these skills
- have SEND and might require help with some or all aspects of personal care.

Key persons Approach

Key persons work closely with their key children and parents to ensure consistency of care, with regards to toilet training. Effective communication between staff, parents and children is an important part of ensuring the individual children's needs are being met.

Safeguarding:

We recognise that abuse of children has and can still happen. Therefore, we are not only alert to this but also consider how we can prevent our staff from having allegations made against them. Intimate care may involve touching the private parts of the child body and therefore may leave staff more vulnerable to accusations of abuse. It is unrealistic to eliminate all risk but this vulnerability places an important responsibility on staff to act in accordance with our procedures. If during the intimate care of a child a staff member accidentally hurts a child, misunderstands or misinterprets something, they reassure the child, ensure their safety and report the incident immediately to our DSL (**Annie Tolchard**) or Deputy DSL (**Clare Hayes**)

We record any unusual emotional or behavioural response by the child. A written record of concerns is made and kept in the child's personal file. Parents are informed and if necessary the DSL or Deputy DSL would decide whether it needed referring to MASH.

If any unusual markings, discolourations or swelling including the genital area are found, we record them. Parents are informed and if necessary the DSL or Deputy DSL would decide whether it needed referring to MASH.

The normal process of changing a nappy or supporting toileting 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 nappy changing process however at Bell House Nursery we:

- ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to.
- ensure unqualified and less experienced staff are never left alone with children.
- ensure all staff are aware of the recording requirements if changing nappies and/or toileting.
- ensure staff are following setting procedures/guideline for intimate care.
- We ensure all staff are up to date with their safeguarding training.
- We ensure staff are familiar with the settings safeguarding policy including the section on allegations against staff.
- Staff record every nappy change, toileting procedure and change of clothes on the rooms forms, this includes if a child is changed due to wet play etc
- Parents are told about any accidents and nappy changes at the end of their child's session.
- all staff members inform other staff members if they going to change a nappy or toileting a child. This keeps staff to child ratio correct.
- If a staff member has concerns about a colleague's intimate care practice they would report this to the DSL or DDSL

Health and Safety:

We have procedures in place for dealing with nappy changing and toileting of children.

This include:

- staff to wear fresh disposable aprons and gloves while changing a child
- soiled nappies/pull ups securely wrapped and disposed of appropriately
- changing area/ toilet to be left clean
- warm water and soap available to wash hands as soon as changing is done
- paper towels to be available to dry hands.

Useful resources and websites:

The following are available at eycspractitioners@surreycc.gov.uk

Safeguarding Children Policy

Allegations Against a Member of Staff

Safe Working Practice guidance

Code of conduct guidance

Working Together to Safeguard Children 2013

Available to download from www.education.gov.uk search DCSF-00305-210

Surrey Safeguarding Children Board manual of child protection guidelines

Available online at <http://sscb.proceduresonline.com/index.html>

Surrey Safeguarding Children Board

www.surreycc.gov.uk/safeguarding

Advisory, Conciliation and Arbitration Service (ACAS)

www.acas.org.uk

NSPCC

www.nspcc.org.uk

Reviewed by Clare Hayes and Annie Tolchard

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