



Creative Kids Early Learning Centre

Intimate Care and Toilet Training Policy

Policy

The transition from using nappies to learning to use the toilet/potty is an important stage of development for all children. It is our policy to give support and praise to children and to give advice and helpful ideas to their families.

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.

Children 's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care we believe should be part of a general approach towards facilitating participation in daily life.



Vulnerability to Abuse:

- We will ensure that all staff are familiar with our ***Safeguarding/Child protection Children Policy*** and Procedures to develop children's resilience and to protect them from any form of abuse.
- All children have the right to be safe and to be treated with dignity and respect and given privacy appropriate to the child's age and situation. We see every child as an individual.
- Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs. Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children.
- It is important to bear in mind that some care tasks/treatments can be open to misinterpretation. It is important that children are changed in reassuring and caring way by their key person or another member of staff they have a close relationship with, and it is important that we signal our intention to change a child's nappy and ask for the child's consent, as appropriate for their development. That means we do not give children the message that just anyone can pick them up, take them off and undress them.
- Staff should always change children when there is a colleague in the room, in the nappy-changing areas which allow for privacy but which are not closed off. This is part of making sure we have a culture of open-ness which safeguards children and ensures all adults follow safe working practices.
- We encourage children to express choice and to have a positive image of his/her body. Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse.

All the CKELC's staff members have the Police Good Conduct check and Certificate. Also, volunteers or visitors to the Nursery School will not be permitted to change a child or be left alone with them. However, students who attend the setting may need to change a nappy as part of their course curriculum, if this is the case, parents/carers will be asked to sign a permission form allowing a student to change their child's nappy under the supervision of a member of staff with a Police check certificate. To ensure the safety of children in the setting, the CKELC management team understands that it is their responsibility to verify with the student's college tutor that changing a nappy is a part of their course curriculum. If a child is in the early stages of toilet training staff members are available to discuss with parents / carers and set up a personal care plan for individual children. Whilst a child is toilet training staff members communicate daily with parents/carers by the children's individual communication books and through daily contact at the beginning and end of a session. If staff members feel a child is ready to learn to use the toilet they will talk to the child's parents/carers and discover how they feel. We often find that if a child is dry at home only, parents/carers can be a little reluctant to send them without a nappy to Centre or alternatively some parents/carers are unsure of how to start toilet training them, praise

CKELC also has a toileting/ potty training agreement whereby parents and carers agree on how to take the process ahead to best achieve the desired objective.

During the induction process all parents/carers are informed that when a child is toilet training it may be necessary for a staff member to help a child pull down their trousers and pants/knickers and to help them get onto the toilet seat/potty. Parents/carers are made aware that only staff members with a current DBS check can support children when toilet training, when changing wet or soiled clothing and when changing nappies

Toilet Training:

Starting at CKELC can be a 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 vice 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 SEN and might require help with some or all aspects of personal care.

At CKELC, we work with the parents so the child feels comfortable when learning to use to toilet/potty. We have potties and children's size toilets to support the children with their training. If a child wears a nappy/pull-up in between using the toilet/potty we encourage them to use the toilet/potty each time they have it changed.

All children at CKELC are reminded to use the toilet throughout the session and then it is recorded on our toileting/nappy change charts. Each child is given appropriate praise and encouragement for using the toilet or for having a try. All staff members are happy to deal with accidents and understand that having accidents is a part of the learning process. Parents/carers are asked to send their child in with a bag containing several changes of clothes, we also have some additional space clothes onsite if required.

Children are changed in the toilet and wet/soiled clothing is put into a clean bag with a sticker, placed upon it. The sticker explains to the parent/carer the reason for the wet/soiled clothing. CKELC does have a potty available for children to use, however prefer for children to use the toilets for health and hygiene reasons. Before taking a child to use the toilet or to change them, the staff member responsible will inform another member of staff. This is to ensure other staff members do not worry if they have seen that a child is missing from the group and it is to ensure that staff members are aware of where other members of staff are.

Health and Safety:

All staff to follow the Nappy changing procedure placed in all changing areas

Bodily fluids

Body fluids (including; blood, faeces, urine, vomit, saliva, nasal and eye discharges) must be dealt with while wearing protective clothing - an apron and gloves.

They should be cleaned up immediately using disposable paper towels which are then placed into a sealable plastic bag e.g. nappy sack double bagging if necessary. The area should then be decontaminated using disinfectant that kills bacteria and viruses following the guidelines on the bottle.

If clothing or other fabrics are soiled, remove them carefully and place them into a bag and send home for parents to decontaminate by washing them on a hot wash. A sticker will be placed on the front of the bag to inform parents of why the clothes are wet/soiled.

If more than one child in the room requires changing due to bodily fluids being on them ensure that the bin is emptied into the outside bins and the bin bags are replaced. Spare clothes are provided for all children and staff are encouraged to keep a set of spare clothes at the Centre in case of bodily fluids getting on their clothes.

Use the DESIGNATED/ labelled nappy / toileting mops and buckets to clean the bathroom floors and bodily fluids. Toilets are checked regularly; a clean during the day may be required.

Safeguarding

If a staff member at CKELC has concerns about a colleague's intimate care practice they must report this following the settings Whistleblowing policy. If a staff member observes any unusual markings, discolouration's or swelling including the genital area, they must report this immediately following the Incident Reporting and Safeguarding policy and procedures. If during the intimate care of a child a staff member accidentally hurts the child, misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately following the Incident Reporting and Safeguarding policy and procedures. Staff must report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made and kept in the child's personal file.

The normal procedure 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/toileting procedure to ensure that abuse does not take place. However, in some instances it may be appropriate for two members of staff to change/support a child, i.e. if a child gets very distressed or has made an allegation previously. Children are always changed with another practitioner in hearing distance/in the room leading onto the changing/toileting areas.

Reviewed Jan 2018

Cross reference: CKELC Toilet (Potty) Training Policy