

## **Intimate Care and Toileting Questions and Answers (Health 3.44, Safety 3.54, Premises 3.60, Special Educational Needs 3.67)**

As the population of children changes (and early years providers admit children at a younger age) it is apparent that there is an increase in the numbers of children arriving at **Grafton Childcare** not yet toilet trained. This may be for a variety of reasons, age, awareness, medical needs, special educational needs and disabilities.

This document aims to provide some answers or possible solutions to questions that are commonly raised by parents, carers and staff. The intention is that these Questions and Answers will help **Grafton Childcare's staff, parents and carers** to find a way forward to include all children with toileting needs. Its **Grafton Childcare's** ethical introduction as to why all children should have the same entitlement.

### **Ethical**

#### **Q "Why do we need to admit children who are not yet toilet trained?"**

**A.** Here at Grafton Childcare it is important to have a protocol for working with children with additional toileting needs to ensure that these needs can be fully met and that no child should be excluded.

We believe in the inclusion of all children here at Grafton Childcare and that equality of opportunity for the child and for the parents/carers to access childcare is paramount.

We will endeavour to provide a consistent and positive approach to helping all children to achieve their full potential in every aspect of their development. We would wish at all times to promote the good practice of making arrangements "additional to or different from" for children who may need additional support to achieve independent toileting.

### **Legal**

#### **Q "Are we discriminating against children if we do not admit them to Grafton Childcare?"**

**A.** Disability Discrimination Act (DDA 2005) states that no child should receive "Less favourable treatment" than someone else for a reason related to the child's disability that cannot be justified.

The child's disability relates to a "Physical or mental impairment with a substantial or long term adverse effect on the ability to carry out normal day to day activities." Where this is the case, the DDA states that "reasonable adjustments" should be made

to the environment or practice and barriers to inclusion anticipated. Whilst it may not always be apparent that a child's delay in independent toileting is due to a medical need or delayed development, it is important to make reasonable adjustments for all children, given that later identification or disability may occur.

Therefore, it is important not to make blanket admissions policies stating that we will only take children who are toilet trained. If we did so, we may be discriminating against admission of a child who is not trained due to a medical or special educational need.

**Q "Is it true that for child protection you have to have two adults changing a child?"**

**A.** No. It is important to balance the dignity of the child with aspects of child protection. All staff working at Grafton Childcare must have a completed our DBS checks before they may complete any intimate care tasks. It is recommended that particular staff members are identified to change a child with known needs and that they plan and record their work with that child. It is essential to balance the privacy of the child (i.e., not changing in a completely open area) with the safety of the staff and child (i.e., perhaps changing in either of our two ground floor toilets with the door open and other staff knowing where they are, or using our designated changing table).

**Q. "How can we have one adult taking a child out to change them as our ratios are then lower than is allowed?"**

**A.** Ofsted have confirmed that the ratios they stipulate relate to the whole of Grafton Childcare and, therefore, providing the number of adults on site is as per ratio, it is not a problem to release one adult to change a child as necessary.

### **Practical**

**Q.** Do we need to learn how to lift children safely?

**Q.** Do we use a changing mat or table?

**Q.** What do we do if we only a small area for changing on the floor in the toilets?

**A.** Grafton Childcare has completed a risk assessment of our changing facilities and of aspects of lifting and handling children. This is to ensure that Health and Safety is maintained but this should be balanced with making "reasonable adjustments " to include all children.

Staff will receive training on manual handling. Training will be given on how staff should operate our changing tables, including the use of their steps to minimise injury to staff

backs. However, we recognise that on occasion a changing mat placed on the toilet floor will be the most practical and straightforward solution.

**Q. What systems of recording should we use when taking a child to the toilet during training or when being changed?**

**A.** Ideally your child's Key Worker will record whether the child was wet or soiled. This can help with the overall patterns of progress a child is making and can act also as a general care record. This will be shared with parents/carers daily via either your child's Daily Diary or Communication Booklet, to ensure that communication is open and any changes in planning can be made.

Your child's Key Worker will also make a note of any unexplained existing injuries, bruises or nappy rash; see our Safeguarding policy for full details.

**Q. What hygiene procedures should be in place?**

**A.** All staff must be following good hygiene practice already and we have systems in place to deal with spillages , etc. Remember-

- Staff to wear disposable gloves whilst changing/toileting.
- Staff to wash hands with hot water and soap after changing/toileting, disposal and cleaning is completed.
- Child also to wash hands or have hands wiped if appropriate.
- All areas and spillages to be cleaned up immediately after changing/toileting.

**Q. Where do we dispose of the waste? (If disposable nappies/pull ups are being used)**

**A.**

- We buy in the services of a company who will take our disposable nappies away.
- We use our own washable shaped cloth nappies and wipes, which are washed on a daily basis.

**Q. Do changes need to be made to staff job descriptions?**

**A.** No this is already fully explained in Grafton Childcare's job descriptions when we are recruiting. Meeting the personal needs of some children is an essential requirement of the job. All staff are made fully aware of the wide range of tasks they may be required to carry out when working with children to ensure children's needs can be fully met.

### **Q. How can parents/carers help?**

A. A "reasonable adjustment" may occur after a conversation with the child's parent / carer to ascertain what arrangements might help that child best. Remember that parents/carers are the best source of information relating to their child. By working together we will be ensuring a consistent approach for the child and progress is therefore likely to be quicker.

Share information on~

- what the child's current needs are both at home and whilst at Grafton Childcare
- what words the child and adults use
- what equipment the parents use at home
- any particular likes or dislikes the child has (e.g. singing whilst on the toilet or potty etc)
- what rewards you will be using with the child to reinforce achievements
- an appropriate toileting routine for the child if they are unable to ask for their needs to be met e.g. on arrival and after snacks and meals.
- By providing the most appropriate clothing for a child to wear during this period and any arrangements for spare clothing and labelling of clothing

Plan ~

- Which staff will assist the child and which staff at Grafton Childcare needs to know the information in case they need to cover. e.g. Key Workers and Buddies.
- where the child will be changed
- where the waste will be disposed

Record your plans together and ensure that these plans are regularly reviewed and that two way communication is good.

### **Q. When should a child start toilet training?**

A. All children develop at different rates and this includes toilet training, here at Grafton Childcare we need to be aware of the child's development, so they are able to start toilet training, at a time that is appropriate to the individual child.

- we are mindful of the progression of child development and that between 22 - 36 months a child will as a rule learn to clearly communicate their need for the potty or toilet, and will be beginning to be independent in self-care, but may still often need adult support.
- that between 30 - 50 months a child gains more bowel and bladder control and can attend to toileting needs most of the time themselves.

The timing of when to start toilet training needs to be agreed with parents and carers, as part of planning for the child's continuing development. **If at 30 months a child has not commenced toileting training and Grafton Childcare has not been made aware of any medical reasons or cultural differences that may have an impact on a child's toilet training, then we will strongly encourage parents and carers to commence toilet training as a matter of urgency in order to support the child's School Readiness and we will fully support the child with their toileting needs in partnership with parents and carers when attending Grafton Childcare.**

**Q. Who else can we ask for help?**

**A.** The parents/carers are our first source of information. If the child has involvement of known medical services e.g. from the child's Health Visitor or other medical practitioner? It may be the case that a child is already undergoing a treatment programme for toileting which would need to be continued whilst attending Grafton Childcare being mindful that we cannot seek advice from an outside agency without parental consent.