

Toileting and Intimate Care Policy

(Health 3.44, Safety 3.54, Premises 3.60, Special Educational Needs 3.67)

All children at **Grafton Childcare** have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the setting.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines Policy.

This policy supports the safeguarding and welfare requirements of the Statutory framework for the Early Years Foundation Stage (EYFS) 2014 and the Disability Discrimination Act 2005: **Grafton Childcare** will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence.
- However, we may ask the Parents/Carers to drop off additional supplies if they have failed to replenish their child's nursery bag, resulting in our running out.
- Adjustments will be made for any child who has delayed incontinence

Intimate Care Tasks - cover any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies and pull-ups or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with Parents/Carers - Staff/ Child's Keyworker at Grafton Childcare work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan as part of your **Parental Permission Forms**. The care plan will set out:

- What care is required, what equipment the parents use at home
- If any additional equipment required at Grafton Childcare
- Child's level of ability i.e. what tasks they are able to do by themselves

- Number of staff needed to carry out the task (if more than one person is required, reason will be documented) what rewards you will be using with the child to reinforce achievements
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:-

- For those still in nappies, Six spare nappies to use to send your child home in at the end of the day. We will use our own washable nappies and wipes during the day unless you have asked us to use nappies you have supplied.
- creams, e.g. Metanium or Bepanthen ointment etc
- Spare disposable pull-ups during the transition between nappies and pants
- For those starting toilet training, Six complete changes of spare clothes, including pants, socks, jogging bottoms or elasticated shorts. **Please don't send your child with trousers, tight leggings, or dungarees with buckles, zips, buttons and any fastenings during the first three months of toilet training.**

Best Practice - When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff and students working at Grafton Childcare must have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child, in the child's Daily Diary or Communication Book.

Safeguarding - Staff are trained on the signs and symptoms of child abuse which are in line with the Devon Safeguarding Children's Board guidelines and are aware of the DFES booklet 'What to do if you think a child is being abused' and will follow the guidance given .

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Safeguarding Designated Officer (SDO) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the SDO/ Proprietor will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the SDO/Proprietor will seek advice from other agencies with parental consent.

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

Dealing with body fluids - Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by following Grafton Childcare's Nappy Changing Procedures. When dealing with body fluids, staff wear protective clothing of disposal plastic gloves and washable aprons. Staff will wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home for the parent to launder. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

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.

Partnership with Parents/Carers - Staff/ Child's Keyworker at Grafton Childcare work in partnership with parents/carers to provide care appropriate to the needs of the individual child together when you feel your child is ready for toilet training, we will support you.

We ask that you initially begin this training at home during a minimum of **four consecutive day's holiday**. Toilet training can only be done in a relaxed manner with the full co-operation of the parent/carers. We ask that your child should be at least 22 months old, and should be showing signs of readiness.

- This may be their indicating when they have soiled or wet their nappy.
- Or being happy to sit upon the toilet or a potty briefly when you have removed their nappy.
- Or upon waking etc being happy to sit upon the toilet or potty and producing urine.

If parents/carers wait to commence toilet training until when their child is ready, the process should go pretty quickly and your child may become very confident in their toileting within a matter of three to four weeks.

Please keep in mind that the activity levels at Grafton Childcare can distract your child from responding to an urge to use the toilet, more so than at your home. Therefore initially we may ask you to supply us with disposable pull-ups, during the first 1-2 weeks.

- You will be asked to supply six spare disposable pull-ups daily,
- Until your child can and will announce that (s)he must use the toilet or potty (not just at home, but at Grafton Childcare, as well) and can control his/her bladder and bowels for a few seconds beyond that announcement.

Parents/Carers are asked to supply the following:-

- Spare disposable pull-ups during the transition between nappies and pants
- For those starting toilet training, Six complete changes of spare clothes, including pants, socks, leggings, jogging bottoms or elasticated shorts. **Please don't send your child with trousers, tight leggings or dungarees with buckles, zips, buttons and any fastenings during the first three months of toilet training. These are difficult for children to remove themselves "in a hurry".**

During toilet training, we ask that your child be dressed in "user friendly" clothing; the best items are elasticated shorts, elasticated trousers and jogging bottoms. Please try to avoid really tight clothing.

Once your child has mastered their pull-ups, we normally suggest that your child makes the transition to boxers or knickers. This is normally around the 3 - 4 week mark if the use of pull-ups has been progressing well.

Occasionally children do have accidents. When this happens the children will be treated with the greatest respect, and supported to clean themselves up quickly and without fuss.

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. We will fully support the child with their toileting needs in partnership with parents and carers when attending Grafton Childcare.

- 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.
- and that between 30 - 50 months a child gains more bowel and bladder control and can attend to toileting needs **most** of the time themselves.

Remember toileting is a journey we all have to travel and nothing is set in stone, we are very happy to work in partnership with parents in meeting your own child's individual toileting needs whilst supporting their need for School Readiness, we always endeavour to be flexible whilst balancing this with the health and hygiene needs of other children and staff attending Grafton Childcare.