



# Intimate Care & Toileting Policy

## 2024-2025

All children at Enchanted Wood Preschool 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 preschool.

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 Policy and Administering of Medicine policy.

The preschool is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2014 and the Disability Discrimination Act 2005.

### Enchanted Wood Preschool 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.
- Adjustments will be made for any child who has delayed continence.

### Intimate care

It covers any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

### Partnership with parents/carers

The child's key person/class staff works in partnership with parents/carers to share relevant information and provide continued care appropriate to the needs of the individual child. We ask parents/carers to provide a change of clothes if a child regularly needs to change during the preschool day.

We ask parents/carers to provide a change of clothes/undergarments (including socks and shoes.)

The preschool will provide nappies, wet wipes and bags for soiled clothing.

### Nappy changing procedures

- Where possible, key persons change their own key child's nappy. If this is not possible, a designated replacement staff member (whom the child is familiar/comfortable with) will undertake this task.
- Children are changed every three hours, and as and when necessary in addition.
- All children are changed in the children's toilets on the changing mat with the door slightly ajar.
- Staff will wear a fresh pair of disposable gloves for each nappy change.
- Soiled nappies are bagged and placed in the designated nappy bin.
- The changing mat is wiped down with antibacterial wipes/spray after each nappy change.
- Staff and child will wash their hands and dry on disposable towels immediately after completing task.
- Nappy change routines will be carried out in a relaxed, reassuring and unhurried manner that will, encourage children to feel safe.
- Staff will inform parents/carer at the end of the day about the nappy changes throughout the day.



### **Potty Training**

Toilet/ potty training should be discussed with the parents during settling in sessions, and when this is appropriate for the child. Potty training should be a 'fun time' for the child, never stressful, and children should never be reprimanded for having 'accidents' at any time.

Potty training will not be introduced at nursery until it is fully established at home and the child is using the potty/toilet confidently. Children will be encouraged not forced.

- Each child will be individually monitored and parents will be informed of the child's progress.
- Initially your child will slowly be encouraged to use the toilet/potty at home. If your child successfully uses the toilet on a regular basis and is beginning to understand when they feel they need to go, only then will parents request potty training to begin at preschool.
- During the transitional period, it is paramount that each child's self-esteem and confidence remains high.
- A record of each nappy change will continue to be logged on the nappy changing sheet.
- Children training will be gently encouraged to sit on the toilet/potty every time they are changed.
- Once they are ready, children will transfer from nappies to underwear (or pull-ups if necessary) and escorted to the toilet regularly.
- We will ask you to ensure there is always 3 full sets of spare, labelled clothes in your child's bag in case your child needs to be changed on more than one occasion. (the preschool will not accept responsibility for unlabelled lost items).
- Parents will be asked to dress their children in sensible clothing, easy to take on and off independently, no dungarees, belts or tricky buttons.
- Children will be reminded to go to the toilet every 20-30 minutes by a member of staff and a record will be kept on their toileting throughout the day.

Potty's will be rinsed and washed after every use, using spray disinfectant and disposable wipe roll.

### **Toileting procedures**

We support young children's independency and help in accessing bathrooms, managing their own care routines.

- We encourage children, when able, to visit the bathrooms independently
- Staff always remain vigilant and close enough to support as and when needed.

### **Toileting 'accidents' procedures**

- 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.
- Staff will wear a fresh pair of disposable gloves when carrying out intimate care tasks. Disposable aprons will also be available if required.
- Staff and child will wash their hands and dry on disposable towels immediately after completing task.
- Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself). This information will be treated sensitively.
- If your child is in underwear and has persistent accidents (3 or more) in one day, we will put a pull-up or nappy back on them to save further upset, anxiety and stress for your child.
- If persistent accidents continue, we will advise that you may need to delay potty training for a short while and resume at a later date.
- Staff will always give positive praise and encouragement after each visit to the toilet, reward charts may also be used

### **Safeguarding**

- A child will only ever be changed or cleaned by an employed member of staff. If possible, this will be one of the people listed in their care plan if they have one.
- All staff employed in the preschool have a full current DBS.
- Staff who provide intimate care have all received Safeguarding training (and, if appropriate, Moving and Handling training).
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures.
- Where possible one pupil will be cared for by one staff member but another staff member will always be informed of this beforehand.
- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) he/she will immediately report concerns to the Designated Safeguarding Lead.
- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

### **Record keeping**

All nappy changes are recorded via for Child's Diary (in Baby Room only), or logged on our internal nappy change record. These are kept for three months.



Individual care plans will be drawn up for any child requiring any further intimate care. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the 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, reason will be documented)
- additional equipment required
- child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- child's level of ability, i.e. what tasks they are able to do by themselves
- 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

### **Resources to Support Potty Training, Toileting and Intimate Care**

#### **• Books about privacy and intimate care:**

My Body Belongs to Me by Dagmer Geisler  
<https://amzn.eu/d/9MMpPTr>

Body Boundaries Make Me Stronger by Elizabeth Cole  
<https://amzn.eu/d/gbCabzR>

My Underpants Rule by Rod Power  
<https://amzn.eu/d/9kKaaVx>

#### **• Books about worrying using the toilet at preschool:**

The Worry Jar by Lou John  
<https://amzn.eu/d/38xHr2J>

The Huge Bage of Worries by Virginia Ironside  
<https://amzn.eu/d/bq8n3eB>

#### **• Books about potty/toilet training:**

No More Nappies by Campbell Books  
<https://amzn.eu/d/hKEPn5T>

It's Potty Time!: Say "goodbye" to nappies with this potty-training book by Rose Cobden  
<https://amzn.eu/d/37vQh0Q>

Poo Poo Wee Wee Bum Bum by Steven Cowell  
<https://amzn.eu/d/iKAYmGL>

#### **Websites for Further Reading:**

##### **Potty Training and Bedwetting Guide from NHS**

<https://www.nhs.uk/conditions/baby/babys-development/potty-training-and-bedwetting/how-to-potty-train/>

##### **Potty Training Guide from Pampers**

<https://www.pampers.co.uk/toddler/potty-training/article/potty-training-tips-step-by-step-potty-training>

##### **Talking about Private Parts**

<https://www.earlyopenoften.org/talk-about-it/talking-about-private-parts/>

##### **Keeping Children Safe- Pants Underwear Rules**

<https://www.nspcc.org.uk/keeping-children-safe/support-for-parents/pants-underwear-rule/>

##### **Action for Children- How I can Help Teach About Consent**

<https://parents.actionforchildren.org.uk/stages-development/social-emotional-development/how-can-i-help-my-child-understand-consent/>