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Document.	035	Intimate Care Policy		
Revision	06	Approved By	Katy Taylor	Approval Date 19/3/24

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Policy

Rationale

Developing good continence management practice is important for the emotional and social well-being of the child and is a very important self-help life skill; it improves the person's quality of life, independence and self-esteem and avoids stress and embarrassment to the children and all families concerned.

The Duchy Pre-school and Playgroup supports children and families to develop independence for toileting, as well as promoting the inclusion of all children, including those with health care needs, whilst being respectful and considerate of cultural and religious beliefs.

This policy aims to clearly demonstrate our practices for when children may need toileting assistance or require clothing to be changed.

Our duty of care to the children is our priority.

Aims

- To support children and families to develop independence for toileting.
- To ensure children and staff implement the toileting procedures.
- To ensure the rights of the child are maintained and their dignity is respected.
- To maintain a high level of hygiene at the Pre-school.

Strategies Guidelines

Nappy changing

- Staff will remain in sight or hearing for nappy changing.
- Children are changed in the Caterpillar Room, on the changing unit. Where appropriate children will use the steps to climb up.
- Key persons undertake changing babies in their key groups wherever possible; back up key persons change them if the key person is absent.
- Nappy changing areas are warm; there are no bright lights shining down in children's eyes.

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- Each child supplies their own nappies and wipes. These are kept in the child’s bag on their peg.
- Gloves are always worn for soiled nappies, aprons are provided if needed.
- All members of staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Key persons ensure that nappy changing is relaxed and a happy time for children.
- Key persons never turn their back on a child or leave them unattended on a changing mat.
- Key persons are gentle when changing; they allow time for communicating with the child, talking, and responding.
- Key persons avoid pulling faces and making negative comment about the nappy contents.
- Key persons do not make inappropriate comments about children's genitals, nor attempt to pull back a boy’s foreskin to clean unless there is a genuine need to do so for hygiene purposes.
- The nappy changing unit will be cleaned using a sterilising liquid and a paper towel. All waste products to be discarded in the nappy bin provided.

Toileting

Children are encouraged:

- To be independent and self-manage undressing / dressing and toileting when possible
- To wipe themselves and to flush the toilet after use
- To wash hands properly after toileting.

Families are asked:

- To teach their children how to: pull down/up their own pants; how to wipe their own bottom; how to flush the toilet, etc
- To ensure their child wears clothes that the child is able to manipulate independently, i.e. easy buttons, zips, etc
- To provide spare clothing each day in their child’s bag in the event that clothing needs to be changed. Pre-school children may occasionally have toileting accidents and they are often happier to change into familiar clothes that they identify as their own.
- To inform the Pre-school of any cultural sensitivities around the area of toileting and changing
- To inform staff if their child is not clean/dry yet
- To provide permission for staff to change/clean their child if they have wet or soiled. If permission is not given, parents will be contacted to come and change/clean the child at Pre-school.

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Staff will:

- Model correct hand hygiene techniques and encourage children to wash hands properly, visual instructions on how to do this are also on display in the children's toilets
- Use the child's preferred means of communication e.g. visual, verbal. Terminology for parts of the body and bodily functions will be agreed with the parents
- Follow individual children's continence care plans and support these children in their toileting needs, as stated their Intimate/ Continence Care Plan
- Support any child who may have had a toileting accident,
- Ensure the supply of spare clothes for an emergency situation only.
- Carry out the continence care plan as agreed with children who have had an Intimate/ Continence Care Plan working with parents/carers;

Procedures for changing clothes and supporting continence in children are in place to:

- Respect the privacy, preserve the dignity and encourage the independence of children;
- Protect and safeguard the health, safety and wellbeing of the child and staff and to protect from harm or allegation;
- Enable good pathways of communication from child to the Pre-school and the parent/carer.

Procedures

Changing and Supporting Continence in Children.

Children may be at different stages of their toilet training and they may occasionally wet and soil themselves.

Procedure:

- Children are asked to get their spare clothes from their bag and go into the bathroom area to be changed, if they are able
- Children are encouraged to do as much as they can by themselves i.e. taking off their shoes and putting on their clean clothes and placing their soiled clothes into their bag to take home for laundering by parents.
- Staff will, in the first instance; assist by guiding the child verbally to meet their personal care needs
- Where a child is unable to carry out personal care needs themselves, the staff will support the children within the children's toilet area or, if appropriate, they access toilet to assist the privacy and effective care of the child.

During the changing process the Staff member assisting or supervising the child will ensure:

- That the child's hygiene needs are met
- That other staff are aware of the assistance being given
- That they remain visible or within hearing distance of other staff. This is for the protection

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- and safety of all concerned
- That the change is recorded and parents are informed at collection time
- Wet or soiled clothing will be placed in a waterproof bag and sent home for washing. Soiled underpants may be disposed of at the staff member's discretion due to hygiene practices.
- Staff members are to wear disposable gloves when a child has soiled.
- Child and member of staff are to wash their hands

If this situation leads to high distress for the child, parents can be contacted.

If a child has regular soiling issues during the session or sessions, parents will be notified to collect their child as this may indicate a medical issue. A child who soils their clothes on a regular basis may have an underlying problem; parents will be informed so that they can discuss the matter with their Doctor or Health Visitor.

In order to ensure the rights of the child are maintained and their dignity is respected it is not the Duchy Pre-school and Playgroup's practice to have two people present when changing, although at times it may be necessary. From staff perspective, it is advisable to have another staff member close by, within line of sight or hearing, to observe and confirm child protection issues have been addressed. We also allow for children to be changed by staff of the opposite gender.

Health and Hygiene

Staff will use strict, consistent hygiene routines to maintain a high standard of recommended health and hygiene procedures. The Pre-school will be consistent in the following areas:

- Washing hands before and after toileting experience
- Staff will wear protective gloves and apron for each toileting accident/ nappy change and aprons in the bin after each soiling incident.
- Staff use wipes to clean the child. Where possible, staff will support children to do this independently
- Wipes will be discarded immediately
- Toilet seats will be cleaned and disinfected regularly
- Toilets will be checked regularly and flushed when necessary
- Soiled disposable nappies/pull ups will be placed in a plastic bag and placed in the white nappy bin in the access toilet
- Soiled clothing will be placed in a waterproof bag and sent home with the child

If a child needs support that is additional or different to the practices and procedures outlined above, an individual continence care plan is needed in consultation with the child's doctor. Please speak to the Supervising Manager for further information and support with this process.

Review

Governing body and staff monitor and review the effectiveness of the policy and revise the policy when required

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Document History

Rev	Changes	Date	Approval
00	Original policy	20/05/18	Bridget Cross
01	Reviewed. Changes layout and some typos. Removed named managers and replaced with supervising manager	04/07/19	Gosia Prout
02	Reviewed	01/01/20	Justine Reed
03	Reviewed	14/07/21	Justine Reed
04	Reviewed and amended; Removed section stating children to help remove their wet or soiled clothes and added that they will put their soiled clothes into their bag to take home.	30/09/22	Justine Reed
05	Reviewed and amended gloves for each change to just for soiled.	04/01/24	Katy Taylor
06	Amended where children will be changed from the bathroom to the Caterpillar room	19/3/24	Kasia Howard

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