

INTIMATE CARE AND TOILET POLICY	
Reference: CF25	Effective date: Sep 2014
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Last revision: May 2020	Revision date: May 2021



## INTIMATE CARE AND TOILETING POLICY

**In order to ensure that we meet children’s basic needs it is of great importance that intimate care is provided in a safe, supportive and sensitive manner. As a staff team we acknowledge the importance of following good practice with regards to supporting each child with their personal and individual needs e.g. nappy changing, toileting, applying cream, changing clothes, dealing with accidents etc.**

Definition of intimate care:

*Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other special needs.*

***This Policy has been updated in line with current Government Guidance in managing the COVID-19 Pandemic within Early Years Settings (21/05/2020):***

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

**Therefore, as a staff team we will work with the following:**

- All babies/young children will be supported with their intimate care needs by a familiar adult (usually their key person). All staff involved in intimate care will be required to have an up to date DBS.
- All staff will be supported in using appropriate and safe methods in carrying out intimate care duties. This will be part of the staff induction process for all staff as well as having conversations regarding any changes to policy and/or practice via supervisions, staff meetings etc.
- All staff will be supported in accessing specialist training such as Pediatric First Aid, Safeguarding and Child Protection training etc.

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All staff are expected to communicate effectively when carrying out any intimate care duties so that colleagues are aware of their whereabouts and what task is being undertaken e.g. nappy changing, putting a child to sleep, dealing with an accident etc. Nappy Changing:

- Adults will wash hands before and after each nappy change with anti-bacterial hand wash.
- A clean pair of disposable gloves and a disposable apron will be worn by the adult for each nappy change.
- A clean sheet of nappy roll will be used for each nappy change.
- The nappy mat will be sprayed and/or wiped over with anti-bacterial spray after each use.
- All disposable soiled nappies and wet wipes will be placed into a nappy bag, tied and disposed of into the nappy bin.
- If terry nappies are being used, as we do not have any sluicing facilities, these will be bagged up ready for you to collect at the end of your child's sessions.
- All used/soiled gloves and aprons will be disposed of into the nappy bin.
- All nappy changes will be recorded on a daily nappy chart log sheet advising what time the nappy was changed, by whom and if it was wet or soiled.

### Toilet Readiness:

- When a child is showing an interest in coming out of nappies and it has been identified by either the parents/carers, staff or both parties that a child is ready to start using the potty/toilet, it is beneficial that all individuals involved work in partnership to support the child's next steps in this area.
- Parents/carers will be expected to bring in several pairs of pull ups/pants and other clothing e.g. trousers etc. as required. Please

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note that as we do not have sluicing facilities, we will bag up any wet or soiled clothing for collection unless otherwise instructed to dispose of heavily soiled items.

- Staff will support the child throughout the day as part of the settings routine as well as supporting the child's individual needs.



- All areas toilet, potty, sinks will be wiped down with anti-bacterial spray after use.
- A clean pair of gloves and disposable apron will be worn when supporting children with toileting.

### **Please note:**

- If at any point the child loses interest or there is a lapse in toilet readiness no child will be forced to continue until they are ready again.
- We will work in partnership with parents/carers in relation to all routines and stages with regards to each child's individual care needs.
- If during a task of intimate care, a staff member accidentally hurts a child they will adhere to the following procedure:
  1. Reassure the child and ensure that they are uninjured/in no pain.
  2. Report the incident to their Line Manager and the Child Protection Officer.
  3. Log the incident and following this an assessment will be carried out by the staff members Line Manager/Child Protection Officer.
  4. Following an assessment of the incident, the parent/carer will be informed and when they come to pick up their child, they will be asked to sign the log to allow us to know that the information has been shared.

**All children have the right to be safe and to be treated with dignity and respect. Staff will work with families in every way possible to support and encourage each child at every opportunity in their stages of**

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**development. This policy works in line with our Child Protection and Safeguarding Policy, Inclusion Policy, Safer Recruitment Policy and Health and Safety Policy.**