

INTIMATE CARE AND TOILET POLICY	
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## INTIMATE CARE AND TOILETING POLICY

**To ensure we meet children’s basic needs it is of great importance that intimate care is provided in a safe, supportive, and sensitive manner with dignity and respect. We acknowledge the importance of following good practice with regards to supporting each child with their personal and individual needs.**

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.*

Intimate care:

- All babies and young children will be supported with their intimate care needs by a familiar adult (usually their key person or other staff members that work in the room).
- All members of staff involved in intimate care will be DBS checked.
- All members of 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 members of staff will be supported in accessing specialist training such as Paediatric First Aid, Safeguarding and Child Protection training etc.
- All members of 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 their 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 every nappy change.
- A clean sheet of nappy roll will be used for each nappy change.
- The nappy mat will be 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 placed into the nappy bin.
- If reusable nappies are being used, these will be bagged and wrapped securely and placed on your child’s peg. We do not have sluicing facilities so are unable to wash or rinse reusable nappies.
- All used gloves, aprons and nappy roll will be disposed of in 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:

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- When a child is showing an interest in using the potty or toilet we will work in partnership with parents and carers in supporting the child.
- Parents and carers will be expected to bring in several pairs of pull-ups, pants, and other clothing e.g., trousers etc. as required.
- 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 used e.g., 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.
- Soiled clothing will be bagged and wrapped securely and placed on your child's peg. We do not have sluicing facilities so are unable to wash or rinse soiled clothing.
- 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.

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