



**BOWERHAM PRIMARY & NURSERY SCHOOL**

**&**

**BOWERHAM BABY UNIT**



**EYFS Toileting and Intimate Care Policy and Procedures**

**DATE: July 2024**

**Review date: July 2025**

**Stand tall, reach high, love learning**

*The Bowerham School community is proud to nurture aspiration, inspire love for life-long learning and prepare children for a changing society.*

At Bowerham School we:

- Ensure all children have access to a fun and engaging, ambitious and creative curriculum that widens their life experiences
- Develop confident and independent learners with motivation, curiosity and a love of learning
- Ensure all children learn about and demonstrate the British Values of: tolerance, mutual respect, individual liberty, democracy and rule of law, while respecting differences including gender, ethnicity, religion and ability.
- Nurture, develop and challenge children to be aspirational and secure within themselves in order to prepare them for their future

Within our Bowerham Baby Unit we follow the policies and procedures as outlined for Bowerham Primary and Nursery School. Statements highlighted in blue are additional policy statements specific to our Baby Unit.

At Bowerham Primary and Nursery School and Baby Unit we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to meet children's basic needs. This may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required.

In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis, wherever possible, by the child's key person with the exception of first aid treatment which must be carried out by a qualified first aider.

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key person system in Reception Class, Nursery and within the Baby Unit, ensuring all parents understand how this works
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support
- Ensuring children are afforded privacy during intimate care routines whilst balancing this with the need to safeguard children and staff. No nappies will be changed or intimate routines take place behind closed doors
- Conducting thorough inductions for all new staff to ensure they are fully aware of all school, nursery and baby unit procedures relating to intimate care routines
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education. This is essential for intimate care routines which require specialist training or support. If a child requires specific support we will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensuring all staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the safeguarding/child protection policy
  - Operating a whistleblowing policy to help staff raise any concerns about their peers or managers; and helping staff develop confidence in raising worries as they arise in order to safeguard the children in school, nursery and within the baby unit.
- Conducting working practice observations on all aspects of school, nursery and baby unit operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines
- Conducting regular risk assessments on all aspects of the school, nursery and baby unit operation including intimate care and reviewing the safeguards in place. The school has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see the manager at the earliest opportunity

## **Toileting in EYFS**

Whilst the majority of children in the age group of 3-5 years will be reliably toilet trained, there are some children who take longer to achieve this. We also recognise that children under the age of 3 years may not be developmentally ready to toilet themselves. There are also children with additional support needs who may not be toilet trained until they are considerably older and have rights and expectations under the Disability Discrimination Act 2010.

Children new to nursery/school can regress initially or 'forget their training'. They may have an accident particularly when playing in water and similarly when engaged deeply in play. This should be regarded as expected and dealt with in this light. Children will always be treated with a high level of care, dignity and sensitivity if they require changing.

If a child has regular accidents, then the keyworker should talk to the parent in private at the earliest opportunity. The situation should be fully discussed and the possible reasons behind this explored.

At all times children will only be accompanied to the toilet or changed by an adult who has undertaken an Enhanced CRB Disclosure.

If a child is still having accidents or is still in nappies, parents will be asked to provide a set of spare clothes, nappies and wipes in a named bag. We are unable to apply nappy creams unless permission has been given via our EYFS consent form. Our Nursery and Baby Unit provide a nappy cream (Sudocrem) which is kept in a locked cupboard in our changing areas. If parents wish for an alternative nappy cream to be applied to their child, then this will be clearly stated on the consent form with the permission for staff to apply the alternative cream. Our Nursery and Baby Unit will keep a supply of spare nappies and wipes for emergencies. All nappy and toileting changes will be recorded by the staff team on the individual child's care diary on Tapestry.

For those children who are toilet trained:-

- Children will be encouraged to go independently to the toilet
- An adult will only assist children when necessary and appropriate.
- Children will be encouraged to use toilet paper to wipe themselves
- Children will be encouraged to flush the toilet themselves.
- Children will be shown how to wash their hands and use soap appropriately.

For those children who are not yet toilet trained or who are still having 'accidents':-

- Children will be changed in the toilet areas or nappy changing area as appropriate.
- A changing mat will be used, if appropriate and cleaned with anti-bacterial cleaner after each use.
- Disposable gloves and an apron will be used by all staff.
- Dirty nappies will be double bagged in nappy sacks and then placed in the nappy bin in the nappy changing areas located in Nursery and within the Baby Unit. This will be emptied daily.
- All wet or soiled clothing will be wrapped in a nappy sack then a plastic bag and given to parents at the end of the session/day.
- A record will be kept of all nappy changes - the file will be kept in the changing areas.

This procedure should be read in conjunction with the Infection Control Policy

#### Nappy changing procedure steps

1. Wash hands
2. Put apron and gloves on
3. Put paper towel roll over changing mat.
4. Encourage child to walk up the steps and sit/lie down on the nappy changing mat. For non-mobile children staff to follow the manual handling procedures.
5. Change child. Nappies to be placed in a nappy bag and then into the bin. Any soiled clothing to also be placed in a nappy bag prior to sending home.  
If reusable nappies are provided by the parent we will dispose of the soiled elements as per a typical nappy change, and seal the reusable components in a wash bag (provided by the parent) to be taken home with the child for laundering. Wash bags are kept out of reach from children at all times. These will be stored in the main nursery changing area until the child goes home at the end of the session.
6. Encourage child to sit up and walk down the steps in a safe manner.
7. Dispose of paper towel roll in the bin.
8. Remove gloves and apron. Place in bin.
9. Put on a new pair of gloves.
10. Clean nappy changing table with an antibacterial spray using paper towels. Dispose of paper towels in bin.
11. Remove gloves.
12. Record any information on child's care diary on Tapestry.
13. Repeat steps 1 -11 for next nappy change.

#### Procedure for cleaning potties

1. Put apron and gloves on.
2. Empty contents of the potty into the toilet.
3. If necessary wipe any spray or spillages with antibacterial spray and paper towels.
4. Take potty to the sluice and place in the sluice.
5. Rinse potty in warm water.
6. Spray potty with an antibacterial cleaner and use a paper towel to wipe the potty- wiping the outside of the potty first and then inside of the potty.
7. Dry potty using paper towels.
8. Place potty upside down on the shelf.
9. Dispose of paper towels in bin bag.
10. Remove apron and gloves and place in bin bag.
11. Tie bin bag and place in nappy changing area bin.
12. Wash hands.

#### Procedure for cleaning up of bodily fluids

1. vomit, blood, urine and faeces to be cleaned up immediately using 'sanitaire'.
2. Sanitaire kept in cleaning cupboard
3. Staff member dealing with bodily fluid to wear apron and gloves throughout.
4. Other staff members to ensure area is secured so that children cannot enter the area being cleaned.

5. Once area has been cleaned staff member to place all used sanitaire products and PPE in a bin liner and dispose of in nappy changing area bin.
6. Staff member to wash dustpan and brush with a disinfectant.
7. Staff member to wash hands.