



## Toileting and Intimate Care Policy

All children have the right to be safe and be treated with dignity, respect and privacy at all times.

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 Policies and Administration of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Equality Act 2010: We will ensure that:

- 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 incontinence

### Intimate Care Tasks

Intimate care tasks are 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

Each child's key worker works in partnership with parents/carers to provide care appropriate to the needs of the individual child.

Together they will:

Discuss child's level of ability ie. what tasks they are able to do by themselves

Acknowledge any cultural or religious sensitivities related to aspects of intimate care

Regularly monitor and review in accordance with the child's development

Parents/Carers are asked to supply the following:

Spare Clothes

Spare underwear

Nappies

### **Best Practice**

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 and lots of praise and encouragement is given to the child when they achieve.

### **Safeguarding**

Staff are trained on the signs and symptoms of child abuse in line with Devon Safeguarding Children's Board guidelines and are aware of the DFES booklet 'What to do if you think a child is being abused' and will follow the guidance given .

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Safeguarding Designated Officer (SDO) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the SDO will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the SDO will seek advice from other agencies. Parental permission will be obtained before talking to any agency about a specifically named child.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

When a member of staff is changing a child's nappy they will position themselves within the sight and hearing of another staff member. If this means that they cannot protect the child's dignity then 2 members of staff must be present at all times.

### **Dealing with body fluids**

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by placing in a nappy sack, double bagging if necessary. When dealing with body fluids, staff wear protective gloves and wash themselves thoroughly afterward. Soiled children's clothing is bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

### **Changing nappies / soiled clothing**

The child will lie on a travel changing mat to be changed. A towel may be used in addition to the changing mat if needed due to cold weather or uneven terrain. Where necessary for reasons of privacy or because of weather conditions, nappy changes will take place in the changing tent.

At Hope Cove it will be in the Reading Rooms when the group is near and at Kitley Farm it will be done in the children's changing shed.

Staff will support a child with soiled clothing to change themselves. The changing tent will be used if necessary for reasons of privacy or because of weather conditions. The child will be supported to wash their hands thoroughly afterwards.

Staff will wear protective gloves to change nappies or support a child to change their clothing. They will wash their hands thoroughly afterwards.

## **Toileting**

**H&S issue: be aware of the potential for back damage when assisting a child with toileting and other hygiene tasks.**

At the garden in Hope Cove and at Kitley Farm, we have permanent toilet facilities available for our use.

### **Toileting when out and about:**

A portable toilet will be used for toileting. This will be placed in a designated area along with all of the toileting resources listed below. A member of staff will decide upon the area for the day which will be alternated regularly. If necessary for reasons of privacy or due to weather conditions, a toilet tent will be used or the area will be covered with a small tarpaulin to offer shelter and privacy. If a child shows signs of needing more privacy, staff will help them to find a suitable area for toileting. Staff will encourage children to use the portable toilet independently. Children and supporting staff will wash their hands thoroughly afterwards. Faeces is collected in an orange waste bag and removed from the site at the end of each session.

### **Toileting and handwashing Resource checklist:**

#### **Woods:**

Portable toilet  
Toilet tent  
Tent pegs  
Changing tent  
Liquid soap  
Antibacterial hand gel  
Toilet roll  
Changing mat  
Plastic disposable gloves

#### **Beach:**

Portable toilet  
Toilet tent  
Sand bags  
Changing tent  
Liquid soap  
Antibacterial hand gel  
Toilet roll  
Changing mat  
Plastic disposable gloves

Wet wipes

Nappy sacks

Antibacterial wipes

Orange waste bags

Black bin bags

Wet wipes

Nappy sacks

Antibacterial wipes

Orange waste bags

Black bin bags

### **Monitoring and review**

This policy is monitored by the staff and management of Venture Outdoor Kindergarten and will be reviewed annually or before if necessary.

This policy was written by Venture Outdoor Kindergarten September 2017.

Reviewed September 2018.

Reviewed August 2019.

Reviewed August 2020.

Reviewed August 2021.

Reviewed August 2023.