



# Intimate Care & Toileting Policy

## Policy statement

Intimate care routines are essential throughout the day to meet children's basic needs and there are many times when staff are required to have close physical contact with a child. It is important for the children to feel safe, secure and cared for in the playgroup.

### *Aims of this policy:*

- to safeguard the rights and promote the welfare of children
- to provide guidance and reassurance to staff whose role includes intimate and personal care
- to assure parents/carers that staff are knowledgeable about both personal and intimate care and that their individual concerns regarding their children are considered.

### **Definition of Intimate Care:**

Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the intimate parts of the body' Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping a child to use a potty or toilet
- changing nappies
- cleaning /wiping / washing intimate parts of the body.

Intimate care can also take time but should be a positive experience for the child. It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. Children should be treated with dignity and respect and given privacy appropriate to the child's age and situation.

If during the intimate care of a child they are accidentally hurt, misunderstand or misinterpret something, they will be reassured, their safety ensured, and the incident will be reported immediately following our policy and procedures.

Please refer to our Nappy Changing policy for more details on Nappy changing procedures.

**Definition of Personal Care:**

Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation. Personal care tasks specifically identified as relevant include:

- Feeding
- administering oral medication
- dressing and undressing (clothing)
- washing non-intimate body parts
- prompting children to go to the toilet.
- hair care

**Toilet Training:**

There can be a wide variation in children's growth, both developmentally and physiologically with regard to their readiness to be toilet trained.

Therefore for varying reasons children may be:

- not ready to be toilet trained
- nearly there but need some reminders and encouragement
- not toilet trained, but respond well to a structured toilet training process
- fully toilet trained but regress for a little while due to the excitement and worry of starting playgroup or experiences at home
- fully toilet trained at home but have accidents in the setting, or visa versa
- fully toilet trained but has a disability or learning difficulty therefore needing additional support with their personal care
- be developmentally delayed but with additional support can master these skills
- a child with SEND and might require help with some or all aspects of personal care

Before any toilet training begins in the playgroup, the key person and parents/carers will have discussed the plan for their child. This will include what is happening at home, any particular support their child needs and specific words that are being used. This plan will have been shared with the team in the room.

- Consideration will be given for the individual developmental abilities of each child when they are being encouraged to toilet train.
- Respect and sensitivity will always be shown to children's emotional and physical well-being if they have soiled or wet themselves or not used the toilet/potty appropriately. Encouragement and praise will be given on their achievements and progress.
- Children will be encouraged to use their self-help skills for their personal care
- Children will not be given a book or toy while on the toilet or potty nor left on the potty/ toilet until they use it.

- Children must always wash their hands after using the toilet or potty and staff must also wash their hands modelling this alongside the children.
- Parents/carers should provide extra clothing for their child who is toilet training. If an accident occurs the child will be washed appropriately and changed into clean clothes as soon as possible. If the child borrows nursery clothes it is the parents and carers responsibility to launder the clothes and return them the next time they are in the nursery.
- Clothes, reusable nappies, blankets or linens belonging to the child which are soiled by faeces, urine or vomit will be rinsed and double bagged, named and stored on the child's peg and sent home with the child on the same day.
- Privacy, dignity and respect will be given shown towards the child at all times
- Staff will advise parents and carers of the child's progress at the end of the day.

**Related forms and policies:**

Nappy Changing policy

This policy was adopted by	<b>Nailsworth Playgroup</b>	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	