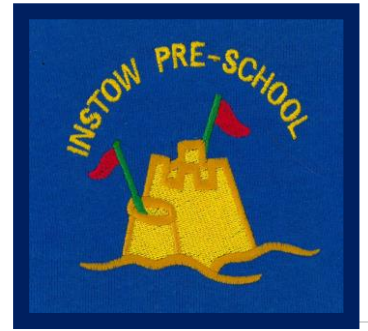


Instow Community Primary and Pre-School Toileting and Intimate Care Policy



All children at Instow Pre-School have the right to be safe and to 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 policy and Administering of Medicines policy.

This policy supports the Safeguarding and Welfare requirements of Early Years Foundation Stage (EYFS) 2024 and the Disability Discrimination Act 2005. Instow Pre-School will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities
- 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 continence

Intimate Care Tasks – Cover 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 – Where there is a long term need for intimate care, staff/child's keyworker at Instow Pre-School will work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, the reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- Acknowledge and respect for any cultural or religious sensitivities related to the aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development
- The parent/carer will be asked to sign the care plan (toilet training/changing plan) giving permission for appropriate intimate care to be given to their child as and when required

Parents/carers are asked to supply the following:

- Spare nappies
- Wipes, creams, nappy sacks etc.
- Spare clothes/underwear

Permission - Intimate care for soiling will only be given to a child after the parents have given permission for staff to clean and change the child. All parents who have children in the preschool are therefore

asked to sign a permission form so that Early Years staff can clean and change their child if necessary (please see attached form).

If a parent has not given this consent, in the event of a child soiling themselves, the school will contact the parents/carers or the emergency contact if necessary to give specific details about the necessity for cleaning the child and request them to come and carry this out if they do not wish a member of staff to perform the task. If a parent has not signed the consent form parents will need to be contacted for each occurrence.

If the parents/carers or emergency contact wishes to and is able to come within a few minutes, the child will be comforted and kept away from the other children to preserve their dignity until the parent/carer arrives. Children will not be left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. Children will remain dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the school will seek to gain verbal consent from parents/carers for a staff member to clean and change the child and parents will be requested to sign the record on collection of their child.

If the parents and emergency contacts cannot be contacted the Head Teacher must be consulted and will decide on the best course of action. Where the child is at risk or it is in their best interests, the Head Teacher will require staff to act appropriately and this may include the need to come into some level of physical contact in order to aid the child.

Best Practice – When intimate care is given, a member of staff explains fully each task that is carried out and the reason for it. Staff will encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff working at Instow Pre-School must have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with the child. Volunteers or visitors will not be allowed to carry out intimate care or assist children with any toileting needs.

Any child who needs to be changed using the height-adjustable changing bench will need to be taken to the accessible toilet located in the main school building. Two members of staff must be present when taking a child to the accessible toilet.

Safeguarding - Staff are trained on the signs and symptoms of child abuse, which are in line with Devon Safeguarding Children's Board guidelines and they are aware of the DFES booklet 'What to do if you think a child is being abused' and will follow the guidelines 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 Designated Safeguarding Lead (DSL) immediately. The Safeguarding policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSL 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 DSL will seek advice from other agencies. (Please remember that you need parental permission to talk 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.

Dealing with body fluids – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of

safely. When dealing with body fluids, staff wear protective disposable plastic gloves and wash themselves thoroughly afterwards.

Soiled children’s clothing will be bagged to go home – staff will not rinse it out. 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.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

This policy was reviewed and updated June 2025

Signature of Chair of Governors

.....

The policy will be reviewed June 2027

**Instow Pre-School
Toileting and Intimate Care Policy**

Toilet Training/Changing Plan

Child's Name Date of Birth

Name of Parents/Carers

I give permission for my child's nappy to be changed and/or appropriate intimate care to be given as and when required

.....
Parent Signature

.....
Date

Please state any requirements/allergies

.....
.....

Name of adult/s that will normally carry out intimate care

.....

Record of Personal Care Undertaken

Name of child

Date	Time	Code	Signature of person carrying out care	Comments

NC = Nappy Change

WB = Wipe Bottom

WP = Wet Pants

SP = Soiled Pants

TP = Tried Potty

UP = Used Potty

TT = Tried Toilet

UT = Used Toilet

AC = Applied Cream

S = Sore
