



INTIMATE CARE AND TOILETING POLICY

This policy will be reviewed annually or in response to changes in legislation		
Last Review	September 2023	Kindergarten Head
Approved	September 2023	Kindergarten Head

This policy should be read in conjunction with the Thomas's Kindergarten Safeguarding and Child Protection Policy, Transition Policy

Aims

We aim to ensure that all children at the Kindergarten are treated respectfully and are given support with their training to use the toilet and nappy changing.

Procedure

Toilet Training and Accidents

- Named spare clothes should be packed in each child's bag in case of accidents
- We talk to parents/carers on a regular basis to exchange information regarding their child's progress in this area
- We have an induction period at the beginning of each term to ensure all new children know where the loo area is and how to use it with growing independence
- We recognise that children develop at different rates and will work in conjunction with parents and carers to ensure all areas of the child's loo training are met
- We understand that the training process may differ from the home environment when at the Kindergarten but we will endeavour to keep it as consistent as possible
- Staff will treat the children respectfully at all times and will be supportive if an accident occurs. In no way will the child be made to feel embarrassed or ashamed
- We encourage parents/carers to put their child in pants rather than pull ups as we feel this aids the toilet training process through self-awareness.
- We ask parents/carers to provide nappies, if required, to be kept in their child's bag on their peg

- We ask parents/carers to dress the children in appropriate clothing that allows the children to undress with ease (no dungarees or stiff belts)
- Potties can be brought from home, if needed, to assist with the process
- The Kindergarten has a store of spare clothes and underwear as well as wipes and bags to put soiled clothes in for the parents/carers to take home

Nappy Changing

- Members of staff follow the nappy changing procedure displayed in the loo area
- Where possible the child's key person will change the child's nappy. If this is not possible, this will be undertaken by another member of staff the child is familiar with
- All children are changed on the changing mat located in the Lower Kindergarten toilets, with the door remaining open
- We provide wipes, nappy sacks and a changing mat, which is wiped with disinfectant after each use
- When changing a nappy, staff ensure that the child is facing away from any other person to maximise the child's privacy

Toilets

- Visual aids and signs encourage the children to flush the loo and wash their hands afterwards
- We regularly take the younger children to the loo and remind the older ones to go regularly
- We encourage the older children to act as role models so the younger children learn how to use the loo area
- We provide a clean and welcoming loo area for the children to use, which is cleaned twice daily by the cleaner

Safeguarding

All staff or volunteers complete safer recruitment checks prior to starting work in the Kindergarten.

We recognise that abuse of children has and can still happen. Therefore, we are not only alert to this but also consider how we can prevent our staff from having allegations made against them.

Intimate care may involve touching the private parts of the child's body and therefore may leave staff more vulnerable to accusations of abuse. It is unrealistic to eliminate all risk, but this vulnerability places an important responsibility on staff to act in accordance with our procedures. If, during the intimate care of a child, a staff member accidentally hurts a child, misunderstands or misinterprets something, they reassure the child, ensure their safety and report the incident immediately to our DSL.

We record any unusual emotional or behavioural response by the child. A written record of concerns is made and kept in the child's personal file and parents are informed.

If any unusual markings, discolourations or swelling including the genital area are found, we record them. Parents are informed and if necessary the DSL or Deputy DSL who will follow the Kindergarten's safeguarding procedures.