

## Toileting and Intimate Care Policy

**Only staff who have been DBS checked are to change nappies or to assist children to the toilet.**

This policy embraces the principles of Every Child Matters.

- Every child has the right to feel safe and secure
- Every child has the right to be treated as an individual
- Every child has the right to remain healthy
- Every child has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs

### Guidelines for staff and parents

- Children are taken individually into the changing area
- NEVER LEAVE CHILDREN UNATTENDED IN/ON THE CHANGING AREA
- All staff to wash their hands before and after every change
- All staff must wear appropriate gloves (plastic/latex) and aprons, ensuring consideration for allergies.
- Wipes may be used if supplied by the parent/carers in all other cases a wet hydro wipe is to be used.
- All gloves and aprons must be disposed of after changing each child
- Soiled nappies are to be disposed of in the nappy bin, and the bin will be emptied each night
- Clean the changing area with antibacterial spray after each use
- Staff must complete Changing Record sheet for each child
- When potty training, children can use these within a cubicle or within the main bathroom, depending upon child's/parent's preference
- After use these are emptied, washed and cleaned with antibacterial spray
- Children are supervised in hand washing and drying
- Remind parents/carers when nappy levels are low.

Children who are toilet trained are encouraged to use the toilet independently. A member of staff will check that they have flushed the toilet and have washed their hands.

- We have child friendly toilet facilities.

In the event of a child having an accident they will be reassured that everything is ok and that they are not in trouble. Their clothes will be placed in a carrier bag (tied) and placed in their bag or on their peg & changed into fresh clothes.

### Safeguarding and child protection

It is essential that all staff are familiar with the school's Safeguarding Policy and child protection procedures. Staff members should be able to:

- Access other procedures and policies regarding the welfare of a child
- Identify and use a communication system that the child is most comfortable with
- 'Read' messages the child is trying to convey
- Communicate and involve the child in the toileting programme

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- Offer choices, wherever possible
- Develop, where possible, greater independence
- Maintain confidentiality with children unless it is a child protection issue when Safeguarding Procedures must be followed

Staff members should adhere to the following:

- If a child is hurt accidentally he or she should be immediately reassured and the adult should check that he or she is safe and the incident reported immediately to the designated line manager.
- If a child misunderstands or misinterprets an action / instruction, the incident should be reported immediately to the designated line manager.
- Personnel working in intimate situations with children can feel particularly vulnerable. The School policy can help to reassure both staff involved and the parents of vulnerable children.
- Action should be taken immediately should there be a discrepancy of reports between a child and the personal assistant, particularly with reference to time spent alone together.
- It is advised that the support role be changed as quickly as possible, should such a discrepancy occur, and then reviewed on a regular basis.
- Where there is an allegation of abuse, the guidelines in the Child Protection procedures should be followed.



## Toileting and Nappy Changing Policy

### Toilet/Nappy Changing Record sheet

Child's Name: \_\_\_\_\_

Date	Time Changed	Wet/Dry/Soiled	Staff initials	Time Changed	Wet/Dry/Soiled	Staff initials	Time Changed	Wet/Dry/Soiled	Staff initials