Intimate Care & Toileting Policy

This policy has been written to ensure that the school's ethos, curriculum, and practices promote shared values. It also encourages staff, children and other members of the Welbourne community to understand others and to value diversity, irrespective of gender, race, belief and sexual orientation.

As a Rights Respecting School, we put the United Nations Convention on the Rights of the Child at the heart of our planning, policies, practice and ethos.

Policy Agreed	Reviewed by	Reviewed on	Next Review
January 2014	D O'Reilly J Stone	May 2025	May 2027

Intimate Care & Toileting Policy

Rationale

At Welbourne we understand that children are at different developmental stages. We work with parents towards independent toilet training, unless there are any medical or developmental reasons why this would be inappropriate.

At Welbourne we aim to be inclusive to all children and to give consideration to the individual needs of the child.

This policy ensures that best practice and procedures are carried out in Welbourne Primary School and Welbourne Children's Centre. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Aims

- At Welbourne nappies will be checked at regular intervals and changed when required.
- At Welbourne a child's nappy will always be changed promptly when wet or soiled.

Best Practice followed at Welbourne:

- Intimate care will only be provided by direct employees of Welbourne Primary School, or by employed agency workers whose DBS credentials are up to date. It will NOT be provided by volunteers or by students on placement.
- Key Workers must wear a fresh pair of disposable gloves and a disposable apron when they change a nappy.
- Key Workers must wash their hands before and after every nappy change using soap and water or alcohol gel.
- Sensitive skin wet wipes will be used for every nappy change, if authorised by parents and carers and provided by them.
- Soiled nappies will be placed into a tie handle nappy bag then placed into the designated bin.
- Key Workers must ensure that the changing mat is cleaned after every use with an antibacterial cleaner and dried off with a paper towel.
- Nappy changes will be recorded in a log book kept in the changing area by Key Workers.

Procedure for Staff to follow at Welbourne

1. Prepare the changing mat by cleaning with antibacterial spray. Ensure the following items are ready before changing the nappy; clean nappy and wipes.

2. The staff member must put a fresh set of gloves on for every child that has a nappy changed. The staff member should also wear a disposable apron.

3. The staff member must then remove the child's nappy and dispose of the nappy in a nappy sack.

4. Next the staff member must clean and dry the child using wipes or cotton wool. Using the wipes or tissue paper and warm water the staff member must wipe the genital area from front to back.

5. The staff member must then put on a clean nappy and a new set of clothes if required.

6. The staff member must ensure that the child's hands are clean after toileting by washing them with soap and water and drying them off with a paper towel.

7. The staff member must then wash the changing table with antibacterial spray.

8. The staff member must then wash their hands with liquid antibacterial soap and running water and dry their hands on a disposable paper towel.

9. The staff member must make a record of the change in a log book kept in the changing area by the staff member.

Parental Responsibilities

At Welbourne we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at Welbourne. Parents must sign a consent form granting permission for their child's nappy to be changed.

- Parents understand that they will be asked to collect their child from Welbourne if their child shows symptoms of diarrhoea or similar indications of ill health.

- Parents must send their child in nappies or protective underwear until they are dry and clean the majority of the time.

- Parents must send their child who wears nappies or protective underwear to Welbourne clean and dry, having had their nappies or protective underwear changed from overnight.

- Welbourne will work in partnership with parents who are toilet training their children. When parents feel their child is ready to progress from nappies, their child's Key Person and other staff will support and advise them.

- The goal for staff and parents is for all children to use the toilet independently, and to manage their own toileting needs. Welbourne understands that every child is different, and will support children post-toilet training for as long as they need to be assisted with their own intimate hygiene.

- There is an aspiration for all children to be able to use the toilet independently by the time they progress from the FF2s nursery to the school 3-4-year-old nursery, or for a child who has not accessed the FF2s, before entry into the school 3-4-year-old nursery. This is NOT a barrier to a child's progression, however, and we recognise that some children may progress more slowly. If a child's toilet training is progressing more slowly, we will support them on an individual basis.

- Children who are toilet training will often have accidents and setbacks, and our team will respond with kindness and patience to those accidents and setbacks.

- Parents must supply the nappies, wipes, nappy bags that their child requires. When their child is progressing to pants from nappies, parents should supply at least three clean pairs of pants and outer bottoms.

- Any questions about this policy should be directed to a member of the School or Children's Centre team.

Welbourne Primary School

Parental Permission Form for Nappy Changing.

Parental Responsibilities

At Welbourne we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at Welbourne. Parents must sign a consent form granting permission for their child's nappy to be changed.

- Parents understand that they will be asked to collect their child from Welbourne if their child shows symptoms of diarrhoea or similar indications of ill health.

- Parents must send their child in nappies or protective underwear and a change of clothes until they are dry and clean the majority of the time.

- Parents must send their child who wears nappies or protective underwear to Welbourne clean and dry, having had their nappies or protective underwear changed that morning from the pair they wore overnight.

- Parents must supply the nappies, wipes and nappy bags that their child requires.

I understand that I must provide the above resources for my child until they are dry.

I also understand that it is my responsibility to potty train my child and that, although they will support and advise, **it is not** the role or responsibility of the school to undertake this on my behalf.

Signed: .....

Parent / Carer of .....

Date:.....