

CROWLAND PRIMARY SCHOOL



Early Years Foundation Stage (EYFS) Toileting and Intimate Care Policy and Guidance

Written by	Caroline Bateman
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Date for review	Autumn Oct 2023
Signed- Chair of Governors	
Signed Headteacher	

At Crowland Primary School and Nursery we have a duty of care for all our children. It is important that children are happy and comfortable during their school day. Situations may arise where children require changing due to a toilet accident or activities as a result of water play, messy play, weather etc. On these occasions the children will be encouraged to change themselves enabling them to build upon their personal intimate care skills. However, there may be times when the children will need some assistance in the changing process.

Aims and Objectives

- To promote a positive dialogue between home and school and to implement an action plan in agreement with parents/carers, for pupils who need toilet training
- To encourage children to develop their self-help skills enabling them to access all areas of the curriculum and school activities
- To ensure necessary resources are identified and provided
- To identify the roles and responsibilities of staff
- To ensure children are treated with respect and sensitivity in such a way that their experience of intimate care is a positive one
- To encourage children to exercise choice where possible
- To encourage children to have a positive self-image of their own bodies

Communication with Parents/Carers

An informal discussion will take place during initial visits to assess children's independence skills. An action plan/ care plan (Appendix A) will be agreed with parents/carers on initial Nursery or Reception visits if their child is not toilet trained. Procedures in school for dealing with accidents will be clearly communicated with parents/carers. Parents/carers will receive a copy of Appendix B, detailing the changing incident.

Staff Responsibilities

Children will change themselves or be changed if they soil themselves or become uncomfortably wet. Changing of children will be recorded. Visible marks, rashes and bruises will also be logged. Changing logs are located in the class toilets.

Parents/Carers will be contacted as soon as possible if it is felt that the child has had a toileting accident as a result of illness. Frequent

reminders to visit the toilet will be given to children in Nursery. Reception and Nursery children have constant access to the toilets. Toilets are clearly marked. Toilets should be welcoming and children's concerns about toilets will be listened to. All children will be encouraged to use the toilets and develop their self-help skills. ***Children should not wear pull-ups or nappies unless there is a medical condition or special need.***

Safeguarding Children and Adults

Anyone caring for children has a duty to care and act like any reasonable prudent parents/carers. Staff have a duty to make sure children are healthy and safe. Only school employees will be allowed to change children. All staff will have an enhanced DBS certificate. All staff should be familiar with this policy. Appropriate support and training should be provided when necessary. The duty of care extends to staff leading activities off site such as educational visits. Toileting incidents must be recorded in a Changing Log. Minimum information to be recorded is:

- Date and time
- Name of child
- The adult(s) in attendance
- Nature of the incident
- Action taken
- Concerns or issues
- Note about contacting parents/carers

Health and Safety

It is essential to maintain a high level of health and safety at Crowland Primary School and Nursery to ensure protection of both staff and children. All staff to wear disposable gloves and aprons whilst dealing with accidents. Soiled clothes to be double wrapped in carrier bags. Soap and hot water to be available to wash hands when the task is complete. Hand dryers available for drying hands. Once identified, children will not be left in soiled clothing for a length of time. The following steps will be taken to ensure health and safety of both staff and children:

- Remove the child to a changing area i.e. designated toilet area.
- In the case of soiling, Nursery and Reception children will use their designated toilets.

- Alert another member of staff to make them aware of the change in ratio.
- Collect equipment and clothes.
- Adult to wear gloves and apron.
- Child to undress as appropriate and clean themselves as much as possible under the guidance of the adult.
- If the situation requires more than a wet-wipe, parents/carers will be contacted to establish if they could arrange collection of the child.
- Soiled clothes to be double wrapped in carrier bags and given to parents/carers when the child is collected, with a note detailing action taken (Appendix B).
- Children should dress themselves in clean clothing and be taken back to class unless they are collected and taken home.

Sensitivity and Respect

Adults should always be aware of children's feelings and reactions, and ensure their privacy and confidentiality. Clear instructions and explanations will be given to the children. Clean clothes of the right size will be given to the children. Some children are reluctant for adults outside of their family to care for them. In this instance, special arrangements will be made for family members to come in. Staff need to be aware that children develop at different rates and progress needs to be encouraged and praised. Some children may have an EHCP before entering school. The plan will outline the child's needs and objectives and the educational provision to meet these needs and objectives. The statement will identify delayed self-help skills and recommend a programme to develop these skills.

Appendix A

Care Plan for Toileting/ Nappy Changing

Name of child:

Class:

Who will change the child:

Where will changing take place:

What resources will be used; cleaning agents/ creams etc. (provided by the parents)?

Signed:

Parent/carer.....

Class Teacher.....

Appendix B

Toileting Log (including nappies)

Name of Child	
Date Time Wet/Soiled	
Adult in Attendance	
Action taken and comment (Including visible marks, rashes,etc.)	
Parent Contacted	

Crowland Primary School and Nursery

Dear Parent/ Carer

We would like to inform you that your child had a toileting incident today.

- Your child was given resources to clean themselves.
- Your child was supported in cleaning themselves.
- Your child was given clean clothes.
- Your child's soiled clothes were placed in a double wrapped carrier bag.

Date.....

Location.....

Signed.....

(Staff member in attendance) We would be grateful if you could return the items of clothing (washed) that were lent to your child as soon as possible. Thank you.