

Kenilworth Nursery School and Whitnash Nursery School



'Living and Learning Together'

Toileting Needs & Intimate Care Policy (including Nappy changing policy)

Date initial Policy Written	June 2009		
Approved by Governors	Summer 2009		
Revision 1 :	Date completed:	Head teacher	Chair of Governors
January 2024			

Our Aim:

To ensure all children are changed and supported with early toileting skills in a caring and hygienic manner which is sensitive to the needs of the child and complies with County guidelines.

To work with children and parents to develop toileting and self help skills during their time at the School as is age appropriate.

Kenilworth & Whitnash Nursery School follows the **Warwickshire Toileting Guidance 2008**

How this works at Nursery School:

A number of children accessing Nurture Nursery and Nursery are not toilet yet trained and maybe at the stage where they are just becoming aware and beginning the process. Children often quickly become aware of toileting when they join the Nursery School and it is important to tune into their interest and begin the toilet training process in partnership as soon as that occurs.

Age related expectations for 2,3 and 4 year olds are that the children can begin to toilet independently and manage their own self care and our policy is designed to support this process working with parents to achieve this for the child. It is very important that a child's interest in toilet training is followed and supported and once this decision is made it is consistently followed so the child does not receive the message that they cannot do it.

No child will be refused a nursery place because they are not toilet trained. Nor will there be a delay to entry to Nursery School if a child is not toilet trained.

Parents will not be asked to come to change a child unless in discussion with parents the emotional well being of the child is being significantly compromised by being changed someone other than family. If this is the case we will work with parents to develop a secure relationship with key staff as quickly as possible so that the child feels comfortable to trust someone other than the parent to change them.

For children not ready to begin the process of toilet training/ not able to use the toilet parents can continue to use nappies with an aim of moving swiftly to pull ups. Within Nurture Nursery there are facilities and spaces in which to support and change children. In the Nursery School the large toilet area spaces are used for discreet 'stand up' changes, unless medically this is problematic.

When children need to be changed it will be done so by a member of staff they feel comfortable with, where possible their Group Leader. When changing all staff will wear protective clothing, blue gloves and a full apron to ensure the process is hygienic. If a child needs to be changed at a point when their keyworker is unavailable eg. Lunch club, then a designated member of the lunch team who has received additional training and is fully aware of this policy and its practical implementation will change the child. The School ensures all staff undertaking intimate care routines have suitable enhanced DBS checks registration and have received safeguarding training. Staff keep a record of all children who are changed and supported in this way.

All children will be treated with dignity, privacy and will never be made to feel awkward or to have been 'naughty' for having had an accident. All children have accidents at nursery,

even when fully toilet trained, as they become very engrossed in the exciting activities; they forget and leave it 'too late'.

Children can be encouraged as appropriate in toilet training, with reward systems, in discussion with parents. If a child is still using a nappy, and is showing interest in toileting but little awareness of 'needing to go' the use of pull-ups are discussed with parents, so children can access the toilet if they wish, with plenty of changes provided by parents/carers. Staff may also recommend the move directly to pants which are often easier for the child to manage and allow the child to quickly become aware when they are wet. Staff will notice when children begins to want to sit on the toilet and indicate to parents that this maybe a point to begin toilet training.

Staff encourage children to use the small, child friendly toilets in both Nurture and Nursery School environments and once a child is on the way to becoming aware of his/her own hygiene then pants are the next step – again with lots of changes in hand.

Parents are asked to send their children to School in clothing that has elastic waists and is easy for the child and adult to remove for toileting when toilet training is in process.

Where there is specific help needed in developing toileting skills staff will discuss with parents and an individual plan can be put in place as appropriate. This may include visual timetables, timed 'toilet breaks' and timed reminders.

Where children use re-useable nappies at home discussion can be had between home and staff about how best to manage the storage of nappies, both clean and dirty. Storage space within nursery can make the use of re-useable nappies problematic, but please discuss with staff the possibilities.

Staff change children into clean underwear and clothes/shoes into spare clothing that belongs to the School, this eliminates the need for children to bring large changing bags and fully named equipment and clothing but we also recognise some children prefer to wear their own clothing and are happy to store named bags of clothes. We ask that any school clothing is washed and returned promptly. Wet or soiled clothing will be tied into a plastic bag and placed on the child's peg to go home. Group Leaders will aim to speak to the parent if a change has occurred.

Children's use of toilets is to be encouraged by staff to promote independence and learning when developmentally appropriate. Staff will use the correct anatomical names for parts of the body including intimate areas as recommended in safeguarding training and in line with best practice.

Nappy Changing

All children's nappies are to be checked regularly and staff will be vigilant between checks for signs a child may have soiled or wet in the nappy.

Children are to be changed on the designated changing tables or mats in the equal access bathroom areas in Nursery School and the bathroom area in Nurture Nursery. If the child is able, a swift stand up change maybe possible for Nursery age children whose growing awareness of themselves may make this intimate care procedure feel intrusive.

Equipment available in these areas include plastic gloves and aprons, non allergenic baby wipes, nappy sacks, nappy disposal units, disinfectant sprays, and sinks with foam soap dispensers and paper towels.

Although this limited supply of equipment is available at the School, parents and carers are asked to bring their own nappies, nappy sacks, wipes and any creams which they may use on their own child. Safety guidance and advice will always be displayed.

After use, plastic gloves and aprons are to be disposed of to minimise the spread of bacteria.

After use, changing areas are to be cleaned with sterile disinfectant.

Staff and parents or carers are to wash their hands following use of the changing areas.

Disposal:

All used nappies are to be put in nappy bags and placed in the Cannon hygiene nappy disposal units, located in each changing area.

Nappy disposal units are collected and replaced by Cannon Hygiene on a weekly basis.

Appendix 1

Toileting & intimate care procedures for staff

As stated in the Toileting Needs & Intimate Care Policy wherever practically possible the child should be attended by a familiar member of staff who is fully aware of their individual needs and preferences.

- In line with good practice, where staff will be in a one to one situation with a child this should be communicated to another member of the team. For example if you are accessing facilities that take you out of view of other staff you should always say:
 - where you are going
 - who you are with
 - the duty you are intending to perform.
- Changing facilities should be easily accessible and equipment maintained and supplies stocked to ensure procedures can be carried out without undue delay. Get everything ready first.
- It is good practice to keep the door open, where practically possible, whilst also preserving the child's privacy and dignity by using your own body as a screen.
- Students will not be expected to routinely change children. If this experience is required as part of their course content they will observe staff and will only change a child under close supervision of a staff member.

If a member of staff has concerns or questions about intimate care procedures or individual routines please see the manager at the earliest opportunity