

**Early Years**  
**Early Years Toileting and**  
**Intimate Care Policy**  
**2024-25**



## **Toileting and Intimate Care Policy**

All children at St. Augustine's Academy have the right to be safe and be treated with dignity, respect and privacy at all times.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of The Early Years Foundation Stage Statutory Framework 2021: St Augustine's will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against.
- No child who is delayed in achieving continence will be refused admission.
- No child will be sent home or have to wait for their parents/carer due to incontinence.
- Adjustments will be made for any child who has delayed incontinence.

**Intimate Care Tasks** – cover any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

**Partnership with Parents/Carers** – Staff at St Augustine's work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following;

- Wipes, creams, nappy sacks etc
- Spare Clothes
- Spare underwear

**Best Practice** – When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Members of staff encourage children to do as much themselves as they can. Lots of praise and encouragement will be given to the child. No member of staff is to change a child without another member being present.

All staff working closely with children must have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

**Safeguarding** – See whole school safeguarding policy.

**Dealing with body fluids** – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by double bagging and placed inside the nappy waste bin. When dealing with body fluids, staff wear protective disposable gloves, aprons and wash their hands thoroughly afterwards with soap and warm water. Children's soiled clothing will be bagged accordingly and placed in the sanitary bin in the staff room toilet. Members of staff will not rinse clothes which have been affected by any of the above. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Policy by: Natalie Gilmour (EYFS Co-ordinator)

Date: 14 September 2024