



Intimate Care Policy

Toilet Training handbook

Introduction

At Imagination Preschool we are committed to ensuring that all staff members are responsible for the intimate care needs of every child from 0-5 years old. We undertake these duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is needed.

We work *with* parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support of key educators and managers with non-judgemental concerns from adults in our establishment.

Definition of Intimate Care

Intimate care needs is any care which involves washing, touching or carrying out a contained procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene, dressing and toileting as part of our key educators' duty of care.



Our Approach to Best Practice

The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. We aim to keep the child safe and comfortable at all times and this includes the provision of intimate care needs when required.

Our toilet training policy states that intimate care such as nappy changing and toileting, or changing wet clothes is carried out one-to-one by a child's key educator wherever possible, staying visible to other key educators but maintaining a child's privacy.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities.

Key Educators will encourage each child to do as much for him/herself as he/she can. Clear and concise records sheets are used for continuous monitoring and recording, also a digital copy is sent to parents via tapestry for review.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is using the toilet.

Where it is possible one child will be catered for by one key educator unless there is a sound reason for having more adults present.

Where there are specific intimate care arrangements, these will be discussed with parents on a regular basis and recorded on the daily child's care plan if necessary. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.



Nappy changing Procedure



Key educators will do their best to support and encourage the child with becoming independent with their toileting. Parents can be offered advice on current best practise in order to support this process. When children are still in nappies or pull-ups:

Children will be changed behind a screened area where members of staff can be seen but privacy is also given.

We will always let another member of staff know when we are attending to a child who needs to have their underwear or nappy changed.

No voluntary members of staff will be involved in changing children.

Children are changed on a mat on the floor with no risk of falling or on a nappy changing mat on a sturdy cupboard top depending on the child's age and safety.

We will ask the parents of children who are still in nappies to send them to preschool with their own nappies or pull ups and changing wipes if they attend our nursery on a **part time basis** and if attending our nursery on a full-time basis our pre-school provides nappies free of charge. We ask parents to also supply a change of clothes in case needed. During your induction we will ask you about allergies or preferences to nappies and wipes.

Personal Hygiene for Key Educator and Child

We will put on a white disposal gloves and apron before changing starts and the areas are prepared with wipes, nappy sack, change of clothing (depending on the age of the child they usually choose what to put on in terms of clothing). All our staff members are familiar with our hygiene procedures and carry these out when changing nappies as part of our daily routine.



Duty of Care when changing Nappies

We are gentle when changing; we do not pull faces or make negative comments about 'nappy contents'. We do not make inappropriate comments about children's genitals when changing their nappies and will talk to children about what we are doing. In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.

We have a 'duty of care' towards children's personal needs, if children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter. We encourage children who are not yet managing their own toileting to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.

The toilet is a bright and friendly environment; we aim to make it a space where children feel comfortable and safe.

Hand washing

We encourage children to wash their hands, and have soap and towels to hand. We do not use anti-bacterial hand wash liquid or soap for young children; young skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection.

We dispose of nappies and pull ups hygienically. Any soil (faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the bin.



Toilet training information

According to the National Health Services, Children are able to control their bladder and bowels when they're physically ready and when they want to be dry and clean. Every child is different, so it's best not to compare your child with others. Bear in mind that most children can control their bowels before their bladder.

- by age 1, most babies have stopped doing poos at night
- by age 2, some children will be dry during the day, but this is still quite early
- by age 3, 9 out of 10 children are dry most days – even then, all children have the odd accident, especially when they're excited, upset or absorbed in something else
- by age 4, most children are reliably dry during the day.

“SO RATHER THAN RUSHING TOILET TRAINING AT THE LAST MINUTE, AT AROUND THE AGE OF 18 MONTHS - 2 YEARS GRADUALLY INTRODUCE SITTING ON THE POTTY OR TOILET AS PART OF YOUR CHILD’S NORMAL DAILY DAY.”

Toilet Training Procedures

- Toilet training is conducted in partnership with parents and the Key educator at nursery.
- Toilet training is discussed with parents when the parent or key educator feels the child's developmental stage is ready to start toilet training.
- Toilet training for a child might be discussed as the next developmental goal to attain for the child with parents, however when toileting is ready to begin for a child, the best practice is to always allow parents to begin the initial stage of potty or toilet training which can take a few weeks before a child feels confident to share his/her experience with a key educator or peers at nursery.
- At Nursery the Key educator can look out for signs from the child which might indicate that he is ready to use the toilet. Such signs are fidgeting, walking in a funny fashion or going somewhere quiet or to hide from everyone - these are all indications that your child is aware that they are about to go to the toilet, and are cues that your child might be ready to start toilet training.
- When the child is ready he/she will take the key educators hand or say to them that they want to wee and walk towards the toilet, this is the first step to begin a routine which enables the child to learn new skills and start on the path towards toilet training.
- It involves establishing healthy habits with eating and drinking and sitting on the toilet at regular intervals during the day.
- At Imagination we encourage a child to sit on the toilet every 20 minutes to help the child get accustomed to using the toilet for as long as necessary then we follow the child's bladder or bowel movement routine, the Key educator will be in charge of this. In case the key person is not around another experienced member of staff is allocated to do this. We use positive language to promote and encourage self-confidence in children, especially when the training starts.
- It's part of our Intimate care policy to change children in the toilets which enables them to be more aware of the connection between wee and passing stools and the toilet function
- For those children who are able to stand unsupported it is suggested that the child is changed standing up, as that way they can get more involved with the process, such as pulling pants up and down and learning about wiping their own bottom. Learning about wet and dry is also introduced at this stage.

- A reward chart, or stickers or even a reward dance etc are utilised within the nursery and encouraged to be used at home where a child receives stickers for trying and/or succeeding at toileting.
- At Imagination Preschool we also use a visual timetable to help motivate and encourage the child to continue to use the toilet.
- The Toileting book is also used during our circle time activity to help encourage toilet use for every child.
- Record keeping. Daily feedback is given to parents about how their child's toilet training went. Our feedback is done both orally and via tapestry. A paper record is kept of the child's accidents and success stories and stored in our daily register. Parents are also encouraged to share at drop off time how their child's toileting was at home in the evenings and weekends and if they are any changes that need to be communicated to nursery staff to follow up on.

Parental Consent

- Your nursery manager will direct you to an [online form](#) on the Imagination Preschool website where you can provide consent for us to commence toilet training with your child in the Preschool.





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