



The Close Day Nursery School Personal Care Policy

Policy - This policy is primarily to provide guidance for the toileting needs of children in the EYFS including issues such as toilet training, incontinence and toilet accidents. However, personal care also includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.

It may also be useful in dealing with other incidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness, weather etc.

The Close Day Nursery School has an obligation to meet the needs of all children regardless of their stage of personal development in the same way as we would meet the individual needs of children at different stages of linguistic, cognitive, social, physical and behavioural/emotional development.

Children should not be excluded from participating in activities if they are not toilet-trained. We work with parents towards toilet training unless there is a medical or other developmental reason 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 and non-judgemental concern of adults. We will share policy and procedures for dealing with children's general toileting needs with parents or carers. It is important that there is a positive dialogue between home and school about strategies in use with the child so that these can be reinforced as appropriate

Principles - It is the right of the child to be treated with sensitivity and respect, and in such a way that their experience of personal care is a positive one. As far as possible the child should be allowed to exercise choice and should be encouraged to have a positive image of their body. There should be recognition that toileting support can involve risks for both the child and any adults in attendance.

Procedures – In Nursery we recognise that children will join us having reached differing levels of independence and development in toileting and self-care: We have a list of children who are in nappies/pull-ups and have changing nappy times throughout the day . Children are also changed whenever the need arises, we do not leave them in wet or soiled nappies or clothing.

Changing areas, these are safe areas to lay children on if they need to have their bottoms cleaned. If a child requires privacy there is a curtained changing table in the baby room. Each child has their own nappies, 'pull-ups' and (which are supplied by the parents) accessible in the changing area, we supply wipes and cream.

Gloves and aprons are put on before changing commences and the areas are prepared after every use for the next nappy change, by spraying antibacterial spray and wiping with paper towel/blue roll which are disposed of every time. All staff are familiar with the hygiene procedures and carry them out when changing nappies or 'pull-ups'. We recognise that nappy changing is relaxed and a time to

promote independence in young children. They avoid pulling faces or making negative comments about nappy contents or the child. Nappies and 'pull-ups' are disposed of hygienically. Soiled clothing is bagged for parents to take home. Young children are not left in soiled or wet nappies, 'pull-ups' or pants as we have a 'duty of care' towards children's needs and this could be interpreted as neglect.

Changing area is left clean and ready for the next child. Children are encouraged to take an interest in using the toilet/ potty, they may just want to sit on the toilet/potty at first. Older children can use the toilets whenever they have the need to and are encouraged to be as independent as is age and developmentally appropriate. Children are reminded at regular times to go to the toilet. Children are encouraged to wash their hands and have soap and paper towels to hand.

Pre School (Big Room)

There is an expectation that children in the Big Room know when they need to go to the toilet. Know how to use the toilet for themselves, be reasonably effective at cleaning themselves after using the toilet.

Children can use the toilets whenever they have the need to and are encouraged to be independent. Children are reminded at regular times to go to the toilet- e.g. snack times, before lunch and before afternoon tea. Children are encouraged to wash their hands and have soap and paper towels to hand. Children are not be left in soiled or wet pants or clothes as the school has a 'duty of care' towards children's needs and this could be interpreted as neglect. All staff are familiar with the hygiene procedures and carry them out when changing children. However, we recognise that children develop at different rates- Some children will be engaged in fully developing this aspect of their self-care when they start nursery.

Some children will not have had the practice that they need to use the facilities available: this could include culturally different expectations of self-care. Some children may start wetting or soiling themselves after they start nursery during the settling – in period. In these circumstances, the child's key person communicates sensitively with parents to determine if this is a temporary set-back (anxiety, arrival of new sibling, illness). Some children will come to nursery with ongoing/specific physical or medical issues such as urinary tract infections or soiling difficulties. If the child requires a medical care plan, Local Authority policies on child protection and managing children's needs will be consulted. There are other professionals who can help with advice and support. Family Health Visitors and Community Nursery Nurses have expertise in this area and can support adults to implement toilet training programmes in the home. Health Care Professionals can also carry out a full health assessment in order to rule out any medical cause of continence problem. Parents are more likely to be open about their concerns for their child's learning and development and seek help if they are confident that they and their child are not going to be judged for the child's stage of development.

Sensitivity and Respect The child should be spoken to by name and given explanations of what is happening. Privacy appropriate to the child's age and situation should be provided. The child should be encouraged to care for herself as far as possible. Items of good quality, appropriately sized spare clothing should be readily available. Adults should be aware and responsive to the child's reactions.

The dignity of the child must be respected and so as much as can be kept confidential between child, school and parent is kept confidential.

Safeguarding Children and Adults Anyone caring for children has a common law duty of care to act like any prudent parent. Staff ensure that children are healthy and safe at all times.







Adults dealing with personal care of a child will be employees of The Close Day Nursery School and will have undergone regulatory employment checks in accordance with Government and EYFS requirements. All staff are aware of the protocol and procedures. All staff have received appropriate safeguarding training and will receive support where necessary.

The normal process of cleaning a child should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the process to ensure that abuse does not take place. DBS checks are carried out to ensure the safety of the children with staff employed by the school. Members of staff must ensure that they do not change or clean a child in a room alone with the door closed.

Health and Safety In the case of a child accidentally wetting, soiling or being sick whilst on the premises: Staff should wear disposable gloves and aprons to deal with the incident. We provide wipes and encourage the child to use them and to wash the private parts of their body. Soiled clothing is double bagged and tied. Hot water and soap should be available to wash hands as soon as the task is completed.

Roles and Responsibilities Parents and carers are made aware of policies and procedures related to intimate care and all specific instances related to their child. If it becomes evident that a child has an ongoing problem that requires regular intimate care intervention, the school will make arrangements with the parent/carer for the long term resolution of the problem. This is likely to include a care plan that involves the parent/carer directly as well as external reference to a Health Care professional.

Documents relating to this policy:

-  Nappy Record Sheets
-  Health and Safety Policy (safe disposal of waste)
-  Guidance for the Care of Under Two's
-  Equal Opportunities Policy
-  Confidentiality Policy
-  Inclusion Policy