



Tiggywinkles Physical Contact, Toileting, Intimate Care Policy

Physical Contact

All children at Tiggywinkles Pre-school will be given some degree of physical affection which will be appropriate to the situation and the child's preferences and individual needs. All children need physical and intimate contact with their carers to feel safe to develop their physical, social and emotional skills.

Physical contact may be necessary for the following reasons:

- Comfort and nurturing: This kind of physical contact will be required daily to meet the physical and emotional needs of younger children and babies, as well as occasionally (with consent) older children.
- Personal care and hygiene: This involves attending to the personal care needs of babies and young children to perform tasks they cannot yet do independently. This may include changing nappies, wiping noses/ bottoms/ faces, dressing and undressing, attending to medical needs, washing hands, and replacing hair accessories.
- First aid: If a child has an injury, they may need first aid to be administered, such as being cleaned up with a medical wipe, applying plasters and ice packs.

Physical intervention

At times, the need may arise for staff to intervene physically in a situation, to keep a child from harming themselves and others or causing serious property damage. Any such incidents will be recorded appropriately with parents/carers being informed.

Friendships between children

Physical contact between children, such as holding hands, and hugging, is a natural way for them to express their affection for each other. Staff will encourage all children to ask for permission before touching others and to respect others' boundaries.

Toileting, Intimate Care Policy

All children at Tiggywinkles Pre-School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of Tiggywinkles Pre-School.

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.

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 Tiggywinkles Pre-School works in partnership with parents/carers to provide care appropriate to the needs of the individual child.

Parents/Carers are asked to supply the following:

- 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. For staff to encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve. Whenever possible, the child's key worker will be used to promote consistent attachments.

All staff working in early years setting have enhanced DBS checks. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

Safeguarding

Staff are trained on the signs and symptoms of child abuse which in line with the LSCB guidelines and are aware of the DFES booklet 'What to do if you think a child is being abused' and will follow the guidance given.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress, etc. they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the Head of Pre-school will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the Head of Pre-school will seek advice from other agencies.

The implementation of our whistleblowing policy allows staff to raise concerns about colleagues as needed to ensure safeguarding and welfare requirements.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Nappy Changing/Toilet Training

No child is excluded from participating at Tiggywinkles Pre-School who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. 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 and non-judgemental concern of adults. All children are treated with dignity, care and compassion during nappy changing/toileting. Staff will ensure this time is relaxed; they do not make negative comments about nappy/potty/toilet contents. At Tiggywinkles Pre-School we aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it. Where children are in pull-ups, we will remind them at frequent intervals to use the toilet. If a child is in nappies, these will be changed as necessary.

Procedures for children that are toileting or being trained to use the toilet:

- At Tiggywinkles Pre-School we will maintain each child's privacy.
- All staff are familiar with the hygiene procedures and carry these out when toileting children.
- During toileting staff will interact with the child, and if upset will reassure and comfort them. They will praise them verbally throughout the experience.
- Staff will wear protective gloves and apron when supporting children during toileting.
- These will be disposed of after each use.
- Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.
- At Tiggywinkles Pre-School staff will remind children to use the toilet regularly.
- On occasions a potty will be used for children that find it difficult to use the toilet or those who feel more confident using a potty.
- All children will be encouraged to adopt good personal hygiene by washing their hands properly using soap provided or, on occasion, parents will provide special soap, if their child has sensitive skin. Tiggywinkles Pre-School will provide visual reminders to show good hand washing practice.
- Staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing task.
- Activities and routines will also include reminders about the need for good personal hygiene.
- Only staff members with enhanced DBS checks will undertake toileting duties.
- Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child. If these have not been provided we will use the Tiggywinkles Pre-School spare clothes

Procedures for nappy changing

- At Tiggywinkles Pre-School we will maintain each child's privacy.

- During nappy changing staff will interact with the child, and if upset will reassure and comfort them. They will praise them verbally throughout the nappy changing experience.
 - All staff are familiar with the hygiene procedures and carry these out when changing nappies.
 - Staff will wear protective gloves and apron when changing nappies/pull ups. These will be disposed of after each use.
 - Nappy changing will take place throughout the session at timed intervals, also as and when required. Children will also be checked periodically and changed as needed.
 - Where possible, key workers change their own key child's nappy. If this is not possible, another member of staff (with whom the child is familiar/comfortable with) will undertake this task.
 - Staff are gentle when changing; they avoid pulling faces and making negative comment about a 'nappy contents'.
 - Staff ensure that nappy changing is relaxed and a time to promote independence in young children.
 - If children have 'a toileting accident' they will be changed in the adult's toilet where the nappy changing station is located.
 - The changing mat is wiped down with antibacterial wipes/spray after each nappy change.
 - Staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing task.
 - Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend in the next cubicle who is also using the toilet.
 - All used pull-ups and nappies will be disposed of in the nappy refuse bin. This is emptied and removed at the end of every session by a member of the staff.
 - All nappy changes will be recorded in our changing records.
 - Only staff members with DBS Enhanced Disclosure clearance will undertake nappy changing.
 - Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child.
- Dealing with body fluids – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely and correctly by the staff. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home and tied to their book bags– **staff are not required to rinse it.** Children will be kept away from the affected area until the incident has been completely dealt with. It is paramount that all staff maintains 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.

