



## Pre-School Toileting Procedure

### **Personal Care Procedure**

Ditton Church Pre-School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise the need to treat all children with respect when intimate care is given. The child's welfare and dignity is of paramount importance. Every child's right to privacy will be respected.

The purpose of these procedures is to set out guidelines that safeguard children and staff by providing a consistent approach. Staff providing Personal Care must be aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and staff.

Personal care involves helping children with aspects of intimate care which they are not able to undertake for themselves, either because of their age and maturity or because of developmental delay or disability.

### **Management Responsibilities:**

- To ensure staff discuss each child's personal care routines with parents, so that they can provide the correct level of support and care.
- To ensure all staff and volunteers have clearance by the Disclosure and Barring Service before engaging in any personal care routines
- To provide facilities appropriate to the children's age and individual needs
- To provide appropriate guidance, training, supervision and reassurance to staff to ensure safe practice
- To provide an Induction programmes for all new staff and to ensure that they are made fully aware of the Personal Care procedures for the children they are supporting

### **Staff Responsibilities:**

- Staff must report any concerns to management
- Key persons will liaise with parents/carers to establish specific care routines for each child

### **Personal Care Procedures**

- Wherever possible, children's personal care should be attended to by their key person or buddy



- It is not normally practical from the point of view of staffing resources, for there to be two members of staff involved in intimate care of one child, and also this will not assist the privacy of the child. Staff must inform a colleague when they are going to undertake intimate care of a child
- The door to the designated changing area (the lounge) must remain open at all times during personal care routines
- The door to the toilet must remain open at all times
- Protective gloves and aprons must be worn when supporting personal care routines
- Allow children to care for themselves as far as possible and encourage them to carry out aspects of intimate care to promote independence
- Soiled garments must be securely wrapped in a nappy bag and placed into the child's box or bag
- Staff to communicate with children at all times during personal care procedures, ensuring the child is consulted about routines and kept informed at all times
- As staff engage in hand-washing procedures after all personal care routines, children must be encouraged to do the same, creating an ideal opportunity to discuss the importance of hygiene

### **Nappy Changing**

The Pre School is an inclusive setting and we do not discriminate against children that wear nappies.

To ensure good hygiene for children and staff Pre School will:

- Change a child's nappy once within a three hour session and more often if necessary. Any exclusion to this must be agreed with the manager and parent
- A child will never be felt to be ashamed for wearing a nappy
- The child will have their nappy changed on a changing mat on the changing table. The changing mat must be cleaned with an antibacterial wipe before and after each use
- Staff must wear gloves and aprons when changing a child's nappy
- The child should be encouraged to lay down on the mat by themselves with lifting from the adult at a minimum. They should climb the steps of the changing table if they are able to
- The parents must provide nappies and wipes to be used by staff. Pre School will keep spare nappies and wipes. If the child's nappy has leaked onto their clothing then they should be changed. Soiled clothing must be securely wrapped in a nappy bag and placed into the child's box or bag



- Nappy rash cream can be applied if previous written parental permission has been given
- Soiled nappies, wipes, gloves and aprons should be placed in a nappy sack and tied twice. They should be placed out of reach on the window sill, then after the session in the main dustbin outside
- Staff to record all nappy and clothes changes on the Nappy Changing form

**This policy was approved by the:**

Ditton Church Pre-School Management Committee

**Date:**

June 2025

**Signed on behalf of the Management Committee:**

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**Role of signatory:**

Chair of Management Committee

**Next review date:**

June 2027