



## Toileting / Intimate care Policy and Procedures

Toileting in Pre-School takes place on demand. This means that when a child wishes to go, a member of staff who has been vetted by both NHSCT and the PSNI, will take them. Under no circumstances will a student or trainee be permitted to toilet the children.

As the child's confidence and independence grows, they may use the toilet independently. Rigorous handwashing after using the toilet will be promoted regularly.

Before starting Pre-School, we aim for children to have been toilet trained, thus minimising the amount of physical contact needed whilst still offering assistance. Jogging bottoms are excellent as children are able to pull them down and up all by themselves.

A consent form for toileting will be issued when enrolment to Pre-School takes place.

If a parent denies consent, they will be informed that they must remain nearby for immediate contact when their child requires toileting.

Staff will respect the child's privacy and cultural beliefs at all times and will encourage independence and good hygiene. Any abnormalities or concerns will be reported to the Leader immediately.

Due to infection control a member of staff who is on break or break table will not be permitted to toilet. Refer to staff rota.

If a child need changed the member of staff dealing with the situation will inform another member of staff immediately.

### A child's clothes will only be changed if they:

- ❖ Become wet playing with water or messy play.
- ❖ Have a toilet accident.
- ❖ Are sick
- ❖ Are in unsuitable clothes- too difficult to undo or open

The staff will inform the parent/carer with an incident slip specifying the reason the child was changed and by whom. The incident will also be recorded in the Pre-School diary. If a child does not have a change of clothes, we will use our spare clothes that are kept in Pre-School for such events.

Should a child have an accident-involving wetting, one member of staff, after informing another member of staff, will change the child into dry clothes in the toilet area.

Should a child have a toileting accident where they have soiled their clothes, pants etc and need to be washed or bathed, staff will make an immediate attempt to contact a parent who would collect the child to be bathed, and then return to Pre-School.

Should staff be unable to make contact with a parent, 2 staff would attempt to clean the child and leave them in a comfortable state.

Toileting all children will be done in a caring and sensitive manner, taking into account the feelings and dignity of the child.