**TRING STEPPING STONES PRE-SCHOOL**

**Intimate care, Nappy changing and toileting policy and procedure**

**Policy statement**

It is our policy at pre-school to offer all children the opportunity to attend, even if not yet fully toilet trained. We work with parents/carers towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time. The parents/carers will be offered advice when necessary and encouraged to see their health visitor if further advice or guidance is needed. No child is excluded from participating in pre-school who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. In the event of a child attending pre-school in either nappies or pull-ups, the child will be made welcome. The children will not be made to feel uncomfortable when visiting the toilet area with other children at hand washing and toilet time prior to eating snack. We make necessary adjustments to our bathroom provision and hygiene practice on order to accommodate children who are not yet toilet trained. 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 keep parents well informed of their Child’s progress and any interest shown by their child to become toilet trained during the pre-school session.

**Procedures**

* Children will only be changed by a member of staff who has been police checked and issued “DBS” clearance.
* The children will be changed by DBS cleared members of staff either in the toilet area. This is for the protection of both our staff and the child being changed in the interests of our child protection policy.
* At pre-school we do not routinely check all children’s nappies we feel this would be an intrusion on the individual child’s privacy. However, if we notice that there is a soiled nappy, we will check children to ensure we change the soiled nappy / pants and make the child more comfortable.
* It is not our policy to change wet nappies at pre-school unless the nappy is causing a child discomfort or has leaked.
* A charge of 50p per nappy/pull-up will be invoiced to the parents to cover the cost of the nappy, wipes, nappy sack, apron and gloves provided. The charge was introduced as the children’s bags are the same and it is not easy to quickly identify individual children’s bags, it means the staff can minimise the discomfort to the child by changing them quickly. If for any reason a family was unable to pay for this service the child would not be discriminated against and it would be provided at a cost to pre-school.
* If children have allergies/sensitive skin and the parent would prefer to supply their own nappies/pull-ups and wipes then they can place these in a named bag which is placed in the drawers in the accessible toilet so that it is easily available to staff. The 50p charge would still apply unless the parent also provided nappy sacks, latex free gloves and aprons. A photo of the child and details of allergy is also placed on the drawers to prompt staff.
* A copy of this policy is included in the Welcome pack for new starters so parents are aware of the charge.
* Gloves and apron are put on before changing starts and the areas are prepared. A newly cleaned surface is used for each nappy change. We have a changing mat which is cleaned with anti bacterial spray after each use.
* All staff are familiar with the hygiene procedures and carry these out when changing nappies.
* Nappies and soiled pants are changed in the toilet area to provide privacy for the child our toilet areas are prepared with necessary materials for nappy changing.
* In addition, staff ensure that nappy changing is relaxed and a time to promote independence in young children.
* 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 who is also using the toilet. It is a good idea for children to be in pull ups or trainer pants once they have shown an interest in toilet training as when staff take groups of children to the toilet before snack they can easily try sitting on the toilets if they want to.
* They should be encouraged to wash their hands and have soap and paper towels to hand. They should be allowed time for some play as they explore the water and the soap.
* We use anti-bacterial hand wash liquid or soap however if it was known to us that a child at preschool had sensitive skin (eg eczema or similar) we would use an appropriate product for that child as agreed with their parent or carer.
* Staff are gentle when changing; they avoid pulling faces and making negative comment about ‘nappy contents.
* Staff do not make inappropriate comments about young children’s genitals when changing their nappies.
* The toilets are cleaned daily by staff before the children arrive.
* Older children ask to be taken to the toilet when they have the need to and are encouraged to be independent.
* All toilet trained children have the opportunity to use the toilet before snack and are encouraged to do so by staff.
* Staff encourage independence in all children and will support children to wipe themselves after going to the toilet. However, when children are just starting toilet training and still learning to do this staff would help to wipe the child’s bottom. The member of staff would then record it in the changing book and ask another member of staff to also sign the entry. We would then inform the parent at the end of the session.
* We have toilet training seats for the main toilets but don’t provide potties. If necessary, we can agree with the parent/carer to provide a potty for the exclusive use of their child but this should be avoided if possible.
* Nappies and ’pull ups’ are disposed of hygienically. Any solid 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. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent to take home. Where possible nappies are taken straight out to the black bins outside.
* We have a record book where we write down any nappy changes or changes of clothes. We note down the child’s name, why they were changed, the name and signature of the person changing them and then another member of staff will sign as a witness.
* We work with parents when they are toilet training their child and will encourage the child to visit the toilet regularly throughout the morning however, we will not take a child to the toilet against their will.
* We use stickers as encouragement and reward for children who are toilet training, we do not use food as a reward due to allergy implications and the risk of other children finding and eating the food during a pre-school session.

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| This policy was adopted at a meeting of | Tring Stepping Stones pre-school |  |
| Held on |  |  |
| Date to be reviewed | **September 2024** |  |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory |  | |

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| --- | --- | --- |
| Staff name | signature | Date |
| Lucy Brittain |  |  |
| Nicola Poulton |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Jo Davis |  |  |
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November 2012 review- statements added-

 The toilets are cleaned daily by staff before the children arrive.

. All toilet trained children have the opportunity to use the toilet before snack and are encouraged to do so by staff.

Staff are not allowed to wipe the children but we will provide moist toilet tissue to the children to insure they can clean themselves the best that they can.

 We have toilet training seats for the main toilets but don’t provide potties, parents are welcome to bring their own if required.

November 2013 review

Changes made to the section regarding the use of antibacterial soap.

January 2015 review- no changes

January 16- Changed crb to dbs

October 2016 - At pre-school we do not routinely check all children’s’ nappies we feel this would be an intrusion on the individual child’s privacy. However, if we notice that there is a soiled nappy, we will check children to ensure we change the soiled nappy / pants and make the child more comfortable.

We have a changing mat which is cleaned with anti-bacterial spray after each use.

It is a good idea for children to be in pull ups or trainer pants once they have shown an interest in toilet training as when staff take groups of children to the toilet before snack they can easily try sitting on the toilets if they want to.

Staff encourage independence in all children and will support children to wipe themselves after going to the toilet. However, when children are just starting toilet training and still learning to do this staff would help to wipe the child’s bottom. The member of staff would then record it in the changing book and ask another member of staff to also sign the entry. We would then inform the parent at the end of the session.

October 2017- added that we have photos of the children on the drawers in the toilets who have provided their own nappies/wipes

November 2018 – no changes

November 2019- took out “we may change nappies in the hall”

October 2020 – changed information regarding bringing potties from home to reflect that this should be avoided where possible.

June 2022- no changes

September 2023 – Changed the name of the policy as per PSLA from “nappy changing and toilet training policy” to “Intimate care, nappy changing and toileting”. Added line that 50p charge still applies if parents provide their own napies/wipes unless they also provide gloves, nappy bags and aprons.