

Last Revision Date	September 2017
This policy is Reviewed by	The Head of EYFS
Group	EYFS
ISI Reference	
Next Review Date	September 2018

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	✓
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

Introduction

This policy has been written in accordance with the Statutory Framework for the Early Years Foundation Stage April 2017. We have a duty to be inclusive and ‘...must consider the individual needs, interest and stage of development of each child...’ (1.6 page 8)

Each child’s ‘...key person must help ensure that every child’s learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/or carers in guiding their child’s development at home. They should also help families engage with more specialist support if appropriate’. (1.10 page 10)

If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEN Code of Practice 2014, Special Educational Needs and Disability Regulations 2014 and the Equality Act 2010.

Great Walstead School will ensure that:

- No child’s physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for parents/carers due to incontinence
- Adjustments will be made for any child who has delayed continence

Aim

This policy is to assist the staff of Great Walstead School in making appropriate provision for those children who need support to help them become independent in their toileting in the Early Years Foundation Stage. It also aims to manage risks associated with toileting and intimate care needs and ensures that staff do not work outside the remit of their responsibilities set out in this policy.

Intimate Care Tasks

This covers any tasks that involve dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or pull-ups or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with Parents/Carers

Staff in the EYFS at Great Walstead work in partnership with parents or carers to provide care appropriate to the needs of each individual child and if necessary will produce a care plan together. The care plan will set out:

- What care is required
- The number of staff needed to carry out the task (if more than one person is required the reason will be documented)
- Any additional equipment needed
- The child’s preferred means of communication e.g. visual, verbal. Terminology for parts of the body and bodily functions will be agreed

- The child's level of ability i.e. what tasks they are able to do by themselves

It will:

- Acknowledge and respect any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:

- Spare nappies or pull-ups
- Wipes, nappy sacks etc
- Spare clothes
- Spare underwear

Best Practice

When intimate care is given the member of staff will make other staff aware that intimate care tasks are being undertaken to ensure safeguarding and ratios. They will explain each task fully as it is being carried out and the reason for it. Staff will encourage children to do as much for themselves as they can and lots of praise and encouragement will be given to the child when they achieve.

Staff should make an entry on the EYFS Changing Log after each intimate care task is completed. The Reception Log is in the Reception Girls' toilets and the Nursery Log is in the Nursery toilets.

Safeguarding

All staff are DBS checked. They are trained on the signs and symptoms of child abuse and are aware of the DFE booklet 'What to do if you are worried a child is being abused' (March 2015) and the DFE booklet Keeping Children Safe in Education (September 2016)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_are_worried_a_child_is_being_abused.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

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/Head of EYFS immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff the Designated Safeguarding Lead/Head of EYFS will look into the situation immediately and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the Designated Safeguarding Lead/Head of EYFS will seek advice from MASH.

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

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids staff will wear protective clothing (plastic gloves and aprons) and will wash themselves thoroughly afterwards. Soiled Children's clothing will be bagged to go home – staff will not rinse it. Children should be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene and will take all practical steps to prevent and control the spread of infection.

This policy should be used in conjunction with our Safeguarding policy and our Health and Safety Policy.

PERSONAL CARE PLAN – TOILETING

Date:

Child's name:

Date of birth:

Nursery room/Class:

Reason for Plan:

Aim of Plan:

What will be done?

Details of when child will be changed/taken to toilet and specific routines to be followed.
Where the child will be changed and resources required.

Training

Specify any training needs, who the training is for and the date training is completed.

Review date:

Plan agreed by:

Parents/Carer _____ Date _____

Room Leader/Key Person _____ Date _____

Head of EYFS _____ Date _____



EYFS Toileting Policy