

## **Hoole Enterprise Trust – Time for You (HETTY)**

### **Intimate care and Toileting policy – Wraparound care**

#### **Our Aims:**

At HETTY we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the session to meet children's basic needs. This may include supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required.

In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis, wherever possible, by the child's key person with the exception of first aid treatment which must be carried out by a qualified first aider.

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

#### **Procedures:**

We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key person system in the nursery/wraparound care and ensuring all parents understand how this works through open availability of our policies on our website [www.hettypreschool.co.uk](http://www.hettypreschool.co.uk)
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support for children who require lifting on and off of the toilet or toileting support beyond EYFS
- Ensuring children are afforded privacy during intimate care routines whilst balancing this with the need to safeguard children and staff. No children's clothes will be changed or intimate routines take place behind closed doors, this is to protect staff from allegations from a child. If a child requires changing, staff should do so in the nursery toilets where the toileting facilities are open plan and can be supervised.
- Conducting thorough inductions for all new staff to ensure they are fully aware of all procedures relating to intimate care routines. At least two members of staff are trained in safer recruitment (April 2023)
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care. This is essential for intimate care routines which require specialist training or support. If a child requires

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specific support HETTY staff will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs

- Ensuring all staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the safeguarding children and child protection policy
- Operating a whistleblowing policy to help staff raise any concerns about their peers or managers; and helping staff develop confidence in raising worries as they arise in order to safeguard the children in the nursery
- Conducting working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines
- Conducting regular risk assessments on all aspects of the nursery operation including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.
- At HETTY Children are not permitted to sit on another child's lap. Staff may temporarily sit a child on their knee if they require comforting for example if they have hurt themselves and require holding or soothing. Staff are encouraged not to allow children to sit on their knee for prolonged periods of time or if they don't need to.
- Staff are aware what to do if they have safeguarding concerns about a child or member of staff. Concerns and allegations are reported immediately to the Designated Safeguarding Lead (DSL)

### **Toileting/changing children:**

- Staff sign children out and back in on a record sheet specifying times of departure and time of return and whether or not they are accompanied by a member of staff.
- Operating a 1 in 1 out policy of the toilets whereby only one child should enter each toilet at one time.
- Ensuring EYFS age children are always accompanied to and from the toilet to ensure they use the correct facilities and so they can call for help should they require assistance.
- Ensuring that children in year 1 and above are supervised down the corridor to ensure they go to the correct facilities, children should ask for a wristband from a member

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- School age children are expected to toilet themselves independently, should they require help with wiping, staff should call for another staff member to safeguard themselves. Parent/Carers are informed upon collection if a child has had an accident or has had help with wiping themselves.
- Where more than one child needs the toilet, a member of staff will supervise a queue of children waiting for the toilet to ensure 1 in 1 out policy is followed and that children are adequately supervised at all times.
- Children are encouraged to learn to be independent in self-care routines. Staff ask children to put on their own clean set of clothes after they have been to the toilet or had an accident where possible.

**If a parent/carer or member of staff has concerns or questions about intimate care procedures or individual routines, please see the manager at the earliest opportunity.**

| <b>This policy was adopted on</b>    | <b>Signed on behalf of the nursery</b> | <b>Date for review</b> |
|--------------------------------------|----------------------------------------|------------------------|
| 20/04/23<br>12/05/2025<br>24/08/2026 | Denise Bowes                           | <b>24/08/2027</b>      |