

Thanet Early Years Project

Toileting Policy

Thanet Early Years Project recognises and understands it has a general duty of care towards children who are accessing and using the toilet facilities independently during their time in our nurseries and crèches.

Toileting is one of the first self-help skills children learn. It is also a time in which sanitary procedures and personal hygiene are very important to reduce the opportunity for germs to spread that may cause illness amongst staff and children.

Therefore, good hygiene practices are consistently followed at our nurseries and staff remind and show children how to use the toilet appropriately and how to wash their hands after visiting the toilet.

Any accidents that may occur are dealt with by staff in a manner that is calm, sympathetic and in a way which does not make the child feel they have done anything wrong.

Where possible the key person or key person buddy will be responsible for changing the soiled child or attending to a child who is having difficulty cleaning themselves effectively after using the toilet.

REMEMBER: Treating children with dignity, respect and sensitivity when using the toilet facilities is of the utmost importance to us as an organisation.

In order to achieve this, Thanet Early Years Project requires that ALL staff adhere to the following toileting procedures and staff guidelines.

Hygiene Procedures to be followed for changing soiled underwear or clothing or when helping to clean a child after using the toilet.

- Staff **MUST** wear disposable gloves and aprons while dealing with the incident
- The changing area **MUST** be cleaned after use
- Warm water and liquid soap **MUST** be available for staff and children to wash hands as soon as the task is completed
- Paper towels **MUST** be available for drying hands

In order to achieve this staff will need to:

- Support children with cleaning and changing as determined by their level of independence to do so
- Act as positive role models and show children how to wash their hands properly and assure children do wash their hands properly after visiting the toilet.

- Make sure when children do visit the toilet independently that they are 'within sight or easy hearing' of a member of staff and that staff make themselves aware of when a child may need help or when there is a problem.
- Make regular checks in the toilet area to ensure that:
 1. **Children get the help they need immediately.**
 2. **Children wash their hands properly and flush the toilet after use.**
 3. **Children can continue to develop independent access to the toilets and can be afforded privacy.**
 4. **Children develop their independence and self-help skills.**
 5. **Staff help to clean children who are having difficulty achieving a standard level of cleanliness.**

Note the following guidelines are for children who are too young to clean themselves effectively or who have some development difficulties.

1. The key person will inform a colleague discretely that they are going to change a child. This is to ensure ratios are maintained.
2. The key person will explain to the child what they are going to do to help clean them.
3. The key person will take the child to the toilet area, ensuring dignity and privacy are respected.
4. The child will normally be asked to stay standing.
5. The key person should wear disposable gloves and apron.
6. Only a child's essential garments should be lowered or removed.
7. When washing or wiping, always do this front to back to prevent infection (child encouraged to help if able to do so)
8. Ensure skin is dry using paper towels (child encouraged to help if able to do so)
9. Dispose of soiled gloves before re-dressing the child or pulling up garments
10. Replace clean underwear (child encouraged to help if able to do so)
11. Encourage child to wash and dry hands.
12. Place any soiled items in a plastic bag or double nappy sack to be returned home for washing.
13. Tidy and clean changing area disposing of soiled items as per hygiene guidelines above.
14. Wash own hands.
15. Write the incident onto the nappy changing sheet.
16. Inform parent/carers on collection.

What to do if a child becomes distressed during the changing process

Talk the child through each step and reassure them that they will feel much better when they are clean. If the distress is such that it is difficult to continue then stop the changing process. If this results in a hygiene issue, then parents should be contacted to explain the situation and an agreed course of action established. In any event a record must be made of distress, whether or not the changing was completed, and parents informed as soon as possible. If there is any concern regarding safeguarding issues these should be dealt with in accordance with Thanet Early Years Safeguarding Children policy.

What to do if any marks or redness are seen

If marks or redness are seen, then this should be recorded on an incident form and reported to the child's parents as soon as possible. Likewise, if the child receives any red marks, etc as a result of changing then this needs to be recorded on an incident form and shared with the parent.

If there are any safeguarding concerns, these must be dealt with in accordance with Thanet Early Years Safeguarding Children policy.