



Personal Care

No child is excluded from joining our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We have made necessary adjustments to our bathroom provision and hygiene practice in 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 attitude of adults.

Where a child requires sleep during the session or a parent requests that the child is to have a nap then then a suitable area is provided for this.

Procedures Nappy Changing and Toileting

- All staff assist in changing the young children in our care who are in nappies. This is done on a rota basis, the children are changed at 11am and 2pm as standard and when required in between.
- Changing areas are warm and there are safe areas (changing table) to lay young children, if they need to have their nappies changed.
- Parents should supply sufficient nappies and wipes for their child, these should be kept in the child's bag.
- Staff wear gloves and aprons for hygiene and the area is prepared/cleaned before changing starts, this includes cleaning the changing mat with anti-bacterial spray and also repeated after.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies and are covered as part of our induction procedure.
- In addition, all staff ensure that nappy changing is relaxed and a time to promote independence in young children, staff engage in conversation while changing the 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.
- After their nappy has been changed, children are encouraged to wash their hands with soap and water. They are allowed time to explore the water and soap.

- Staff are gentle and sensitive towards changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- Staff do not make inappropriate comments about young children's genitals when changing their nappies. Any concerns should be discussed discretely with the safeguarding lead or setting manager.
- Older children access the toilet when they have the need to and are encouraged to be independent in their toileting.
- Nappies are disposed of hygienically. Any soiled (faeces) in nappies are bagged and put in the bin in the toilet area, this bin is emptied on a daily basis. Cloth nappies, trainer pants and underwear that have been wet or soiled are bagged for the parent/carer to take home, unless they are deemed beyond cleanable.
- All nappy and clothing changes are recorded on a Nappy Changing sheet, which is kept on the wall in the toilet area.
- If young children are purposefully left in wet or soiled nappies by a staff member in the setting, this may constitute neglect and will be a disciplinary matter. Settings and staff have a 'duty of care' towards children's personal needs.
- When a child starts to show signs of being aware of toileting we will discuss with the parent/carer how to proceed with the toilet training. We have potties and toilet seats to help with this transition. Parents can also bring their own potty into preschool if required. Pull ups are not recommended at preschool to assist toilet training as they can hinder the child's progress. Parents will be asked to provide a good supply of clothes to allow the child to briefly feel wet and therefore be able to acknowledge that they have had an "accident". Further advice can also be found on the NHS website to support toilet training.
- Children are reminded every half an hour to "try" the toilet, this is then reduced over time until the child is independent. Please note that children can still have accidents and this should be dealt with in a caring and calm way to ensure that the child does not regress.
- Parents should continue to supply spare clothes in their child's bag in case of accidents, with the support of an adult, children are encouraged to change their own clothes to promote independence.

Procedures – Sleeping and Naps

- If a parent requests that the child is to nap then the nap area will be used for this. The child will be encouraged to lay on one of the beds, their shoes removed and any usual comforter made available to them. The same procedure applies for those children that are sleepy and may be of a danger to themselves if they are not laid down.
- Sleeping children will be checked every half an hour when the toilet timer goes off. They will be marked on the sheet in the sleeping area as checked.

Suncream

At the Hullbridge Preschool a lot of our day is spent outdoors. Whilst we recognise that children require sunlight as a source of vitamin D we must ensure that children are also protected from harmful UV rays whilst in the sun.

- Parents are asked to either provide sun cream that is in date and is labelled with the child's name to be kept in preschool at all times or to have completed the section of the admission form that states the child is able to use the generic preschool cream.
- Sun Cream is applied by preschool staff twice a day before garden play.
- If a parent has applied sun cream that morning that will last for longer than 6 hours and does not require preschool staff to re-apply they must sign the Sun Cream application waiver form.
- Where the child is unable to use the generic cream and no other cream has been provided the child will not be allowed in the garden area. This is deemed unsafe due to the potential danger of burning from the UV rays.

Specialist Care

Where a child requires specialist care due to medical needs a care plan will be written and agreed with parents and carers. The care plan may also be provided from the medical institution that the child is monitored by. The care plan will be reviewed and amended as necessary when any changes or new advice is made available to the preschool. The care plan will be read by all staff and then kept in the child's record folder.

This policy was adopted at a meeting of The Hullbridge Preschool..... (name of setting)

Held on (date)

Date to be reviewed (date)

Signed by

Name of Signatory ...Kristy Sangwin.....

Role of Signatory (i.e. manager) ...Manager.....