



Scarborough College

INTIMATE CARE AND CONTINENCE POLICY

This policy applies to EYFS.

Introduction

There might be a few children who, for a variety of reasons, are not fully continent when they are admitted to Little Owls. We therefore have a duty under the Disability Discrimination Act to make adjustments to meet the needs of each child. Children will not be excluded or treated less favourably because of their continence.

Promoting Personal Development in the Early Years Foundation Stage

Children have free access to toilets which are situated next to their classrooms. They are encouraged to go whenever they feel the need, in order to promote independence.

Achieving continence is one of many developmental milestones and in some cases, this one developmental area has assumed significance above all others. We work in partnership with parents and carers to maintain a supportive and positive approach to this area.

Aim

Achieving continence is a developmental milestone usually reached within the context of learning in the home before the child transfers to nursery/school setting. However, for some children independent toileting has not been fully acquired and needs to be taught. The 'Every Child Matters' framework includes 'Enjoy and Achieve' as one of the five outcomes. Two of the aims are to enable children to:

- Be ready for school
- Achieve personal and social development and enjoy recreation

Principles

The Early Years Foundation Stage curriculum includes Personal and Social and Emotional Development as a curriculum strand. It specifies planning for 'the development of independent skills, particularly for children who are highly dependent upon adult support for personal care'. The stepping stones include reference to children being able to 'dress and undress independently and manage their own personal hygiene'. Therefore, children entering Little Owls and Prep Infant Department who have not achieved continence or developed independent toileting skills will:

- Not be discriminated against in relation to their being admitted to school
- Be supported with their toileting needs to help develop concern for their own personal hygiene, independence and wellbeing.

Promoting Personal Development in Key Stage 1

Children have access to toilets close to the classrooms. As they get closer to key stage 2, children are encouraged to go to the toilet at break times and lunch times.

Health and Safety

Prep Infant Department has procedures in place with spillages of bodily fluids, e.g. sickness, wetting and soiling.

- Staff wear disposable gloves whilst changing a child;
- Disposable gloves to be disposed of in the bin in the children's toilets;
- In Little Owls, soiled nappies are double bagged in waste bins;
- Hot water, soap and paper towels is available to wash hands after changing is done.
- Soiled clothes will be placed in a plastic bag and returned home to be cleaned.

Facilities

Little Owls have unisex toilet facilities for children. These will be used for changing children.

Staff should be aware that:

- Changing should not take place behind locked doors.
- Little Owls children have spare clothes in their bags to change into.
- Wipes are available in the EYFS toilets, or Reception classroom.
- Children in Reception, Year 1 and Year 2 can use PE kits, or spare clothing available in the Reception classroom.
- Children are encouraged to go into a cubicle to undress and wipe themselves, whilst a staff member waits outside, passing items and encouraging the child.
- The child is not made to feel uncomfortable in any way, or that they are a nuisance.

We do not ask parents to come in to change their child, and we do not leave a child soiled for any length of time.

Child Protection

The normal process of assisting with personal care, e.g. changing a nappy or helping a child after an accident, should not raise Child Protection concerns. There are no regulations that state that a second member of staff must be available to supervise the process to ensure that abuse does not take place. All staff appointed in Little Owls and Prep Infant Department are DBS checked to ensure the safety of children and staff.

Partnership Working

Issues around toileting can be discussed during the admissions process with the EYFS staff. Parents of children starting in Little Owls are encouraged to discuss any concerns they may have. Parents may mention that other agencies could be involved, e.g. health visitor. A home/school agreement may also be an option.

Parents/Carers

If a child is not fully continent, or starts having frequent accidents, we will need to notify parents. As we are in partnership with parents to support the child's learning, we may be asking parents to:

- Change the child at the latest possible time before coming to school if the child is in nappies;
- Provide spare nappies/underwear and a change of clothes;
- Understand and agree to the school procedures followed during changing;
- Agree how often a child should be routinely changed if the child is in school for the full day, and who will be doing the changing; a book is used to record changing soiled nappies and wet clothes;
- Agree to review the arrangements with the EYFS key workers or teachers, should this be necessary.

Prep/Little Owls

We will:

- Assist the child if they soil themselves or become wet.
- Agree with parents how often a child will be routinely changed.
- Report any marks or rashes, or if the child becomes distressed, to the Child Protection Officer and the parents.
- Review any arrangements with parents, should this be necessary.
- Consider implementing an individual toilet management plan if more support is needed.

Procedure for Personal Care in Little Owls and Prep School

- Children will change in a cubicle in the children's toilet.
- The key worker/teacher should assist their key children.
- All EYFS staff will have a consistent approach when changing a child.
- Staff should use disposable gloves and wipes when assisting a child.
- Child is to be encouraged to participate in the changing process to promote development, e.g. wiping themselves, pulling up their pants, etc.
- Child may need to be washed with water.
- Soiled clothing to be put in a polythene bag and returned home.
- Nappies to be disposed of in the bin in the children's toilet.

Further reading:

- Scarborough College Health and Safety Policy
- Safeguarding Children Policy
- Equality of Opportunity Policy

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Person Responsible for Updates	Date Last Reviewed	Next Review Due
Chris Barker	April 2026	April 2029