

**Under Fives Roundabout
Personal Care Policy
Policy No: 1:16**

Last reviewed: September 2009

To be reviewed by: September 2010

Responsible member of staff:

Responsible member of committee:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2. Inclusive practice 1.4. Health and well-being	2.2. Parents as partners 2.4. Key person	3.2. Supporting every child	

Personal Care (Continence) Policy

Statement of Intent

Under Fives Roundabout is open and welcoming and does not discriminate against any children. We respect our children's right to privacy and dignity. Achieving continence is recognized as just one of hundreds of development milestones and Roundabout will support parents in encouraging their children towards this goal, where appropriate.

Aim

Roundabout will support families in this area of their child's development.

Methods

Health and Safety

- We ask the parents to provide nappies, wipes and change of clothes for their child. Where these are not available, both playgroup and preschool rooms keep a supply of spare nappies and sensitive wipes.
- There are no special disposal arrangements on site and so the nappy will be either double-bagged and left for the parent, or deposited in the general dustbins, as long as numbers do not exceed the number allowed by the Health and Safety Executive.
- Staff will wear disposable gloves and aprons while dealing with an incident or changing a nappy
- The changing area will be cleaned with hot soapy water after use
- Hot water and liquid soap are available to wash hands as soon as the task is completed; if for any reason there is no access to hot water (e.g. on off-site trip), wipes will be used.
- Disposable paper towels are used for drying hands.
- There is a diluted form of bleach available locked in the domestic cupboard to deal with spillages.

Facilities

- The Playgroup room has easily accessible adjoining toilets with smaller seats, child height wash basins and potties to encourage children to become self caring as soon as possible. A changing table and changing mat are also available for helping change children comfortably when required/appropriate.
- The Preschool room has easily accessible adjoining toilets with full size seats and child height wash basins. There is room to change children discretely if necessary.
- The children's toilets in both rooms have doors on the cubicles to allow the children privacy but there is no outer room door for safeguarding purposes

Procedures

- The child will only be changed if the nappy urgently requires attention, for example if it has been soiled or is extremely wet.

- In general, a CRB-ed member of staff can change a nappy unaccompanied.
- Students on placement, volunteers and parent helpers should not undertake changing in respect of the child's right to privacy.
- If the child is unduly distressed by the experience or offer of being changed, staff will discuss the best strategy with the parents unless there is other cause for concern. It may be staff will need to call the parent to come in to change their child.

Resources

Should a child with complex continence need to be admitted, the SENCO will work with the parents (and group leader as appropriate), involving the appropriate health care professional closely in forward planning and an individual plan will be drawn up if necessary. There may be occasions when an application for additional support funding will be required.

Agreeing a Procedure for Personal Care with Parents

Agreement with parents

- Parents will sign permission slip allowing staff to change their child
- Parents will agree to change their child at the latest possible time before being brought to the setting
- Parents will provide spare nappies, wipes and a change of clothing
- Parents will discuss procedures to be followed if their child requires a change while at pre-school, including the use of cleansing agents
- Parents will inform the school if their child has any marks or rash
- Parents will agree that the pre-school will only change their child if the nappy has been soiled or is uncomfortably wet
- Arrangements will be reviewed as necessary, and parents should keep staff up-to-date on any progress on toilet-training.

Roundabout

- Will change the child during a session if the child soils his/herself or becomes uncomfortably wet
- Will record when the child is changed and inform the parent
- Will record and report to the parent if the child is distressed or if there are marks or rashes
- Will review arrangements as necessary

Relevant legislation:

The Disability Discrimination Act (DDA) 2005

See also: health and safety policy, child protection policy and procedures

This policy is based on *Continence Guidance for Early Years Settings* published by Hertfordshire County Council, July 2006

Reviewed September 2009