

Toileting and Intimate Care Policy and Procedure

Toileting

If children need the toilet at the scout hut

- If the child needs the toilet and they are inside the building or the front garden, they can go to the children's toilets either on their own or with a member of staff.
- If a parent or carer wishes to accompany their child to the toilet they must use the staff toilet and not the children's toilet.
- If the group are at the setting and are outside in the back garden, the child must ask an adult and an adult must go with the child to use the indoor toilets or toilet tent if set up. Older children aged over 5 can go to the toilets unaccompanied.
- Children will be encouraged to use the toilets before going out on a local trip.

If children need the toilet at the Forest School Site or on a trip

- On arrival at the forest school site, staff will discuss the Toilet Code, which includes what to do if you need the toilet.
- A staff member will set up the toilet area, with toilet tent and travel potty, within close enough proximity of the area.
- Children MUST tell an adult before going to the toilet and must not go off on their own.
- The adult MUST go with the child to ensure privacy and the adult must tell at least one other person that they are taking a child to the toilet.
- Ensuring privacy may involve shielding a boy who wees against a tree or guarding the toilet tent if a girl wants more privacy.
- Children will be able to go to the toilet on their own if they are able and confident in doing so but the adult must still ensure privacy.
- On the occasion that a child needs changing, this may be done in the changing tent.
- If necessary, children will be called back to the circle whilst the key person is attending to the child.
- If a child needs help with intimate care, such as cleaning/wiping, the adult must ensure the child's privacy and dignity (see intimate care below).
- All toileting should occur at least 20 meters from the brook in order to avoid pollution of the waterway.
- The toilet area will be moved each day to avoid 'contaminating' a area and 'flushed' with water at the end of the session.

- We provide hand sanitiser, compostable wet wipes and/or soap and water for hand washing.

If children need the toilet on route

- We stop the group and ensure their safety and wellbeing before taking a child or children off for wild wee. This may mean seating the group and offering an activity such as a story or singing.
- We ensure privacy for the children by finding a suitable space away from public paths with some coverage such as behind a tree or bush. If possible, we use the adults in the group to go with individual children to act as additional shields and ensure they are out of view of the public.
- We ensure hand gel is available for use after children have been to the toilet.
- When necessary, we use toileting resources such as the tent/tarp/windbreak/travel potties.

Intimate care

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

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties:

- Promote consistent and caring relationships through the key person system and ensure all parent/carer(s) understand how this works
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support
- Ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner
- The setting operates a whistle blowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the pre-school

- If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see the manager at the earliest opportunity.

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| This policy was adopted by: Out There Forest school and Kindergarten | Date: May 2017 |
| Reviewed: April 2021 To be reviewed: July 2021 | Signed: Jenny Brough |