

## The St Michael Steiner School Early Years Kindergarten personal care policy and procedure

The aim of the policy and procedures are:

- To safeguard the rights and promote the welfare of all children
- To protect children from discrimination and ensure inclusion for all, including children with special educational needs or disabilities
- To provide guidance and reassurance to staff who are required to help a child with their personal care
- To assure parents/carers that staff are knowledgeable about personal care

It is generally expected that all children will be toilet trained and out of nappies before they begin at our kindergarten. However, it is inevitable that from time to time some children will have 'accidents' and need to be attended to.

Occasionally, a child who has developmental delay and/or is still wearing nappies or trainer pants, will be admitted to kindergarten.

A care plan will be put together with parents for any child who requires additional support with personal care for any reason (SEND policy). Any such child is also expected to have their own bag of 'babywipes' and nappies/trainer pants also in this bag.

The school undertakes to attempt to support any training programme requested by a child's GP and/or any other doctor.

In order to help the children to become aware of their bodily needs there are regular toileting times for all the children, and those who wish to go to the toilet outside of those times are always allowed to go. This however, does not always meet the needs of all the children who may not always recognise their bodily needs and respond to them in time.

Each child is expected to have a complete set of spare clothes in a bag in their basket.

We will ensure all staff are familiar with Safeguarding and child protection policies, including Working Together to Safeguard Children 2018, Keeping Children Safe in Education 2024, Early Years Foundation Stage welfare requirements 2024, Guidance on Infection Control in Schools and other Childcare Settings 2017 and COSHH 2002 regulations. Staff will be trained to understand the importance of preventing the spread of infection. Staff will understand their responsibility to support the development of the children's resilience and protect them from any form of abuse.

### Procedures

- If a child soils themselves during school time, the child is cleaned as efficiently and respectfully as possible. In order to do this written permission must be given by the parents. If permission is not given by the parent/guardian, we will have to contact them to arrange for the child's immediate collection.

- The school will ensure that only designated members of staff from the Early Years Team are the ones to wash or shower the child. The member of staff will try to be as natural and discreet as possible for all concerned.
- The member of staff washing the child will wear a protective apron and also protective gloves. (COSHH Guidance 2002)
- The member of staff will wash their hands with warm soapy water before and after caring for the child.
- The incident will be recorded in our incident book and parents will be asked to sign this.
- Soiled clothing will be wrapped in plastic bags that can be tied shut and then given to the parents to take home. (COSHH Guidance 2002)
- Our intention is that the child will never be left in soiled clothing, but will be cleaned as soon as the member of staff responsible for them is aware of the situation. The member of staff responsible will check the child regularly and ensure that they are clean before going to another session in school or leaving to go home.
- Staff will always work with the parents to ensure that any routines and procedures meet a child's needs and personal preferences, as well as, ensuring that they feel comfortable and safe.

#### **General toileting procedure**

- On their first day children will be shown the toilet areas before they need to use them, to ensure that they feel secure and confident in an unfamiliar environment.
- Children will be reminded to use the toilet and the whole group will use the toilet at particular time of the day.
- Staff will always ensure that only one child is in a toilet cubicle (in the Cottage the two toilets are separated by a wooden divide) at any point. If children need to go inside to use the toilet while the group is in the garden, then they will be supervised by an adult.
- All children will be encouraged to wash their hands with soap and warm water immediately after using the toilet, and we encourage all parents to reinforce this practice at home.