



TOILET AND PRIVACY POLICY

We are committed to ensuring that all children's toileting and intimate care needs are met in a safe, respectful, hygienic and dignified way. We balance a child's **right to privacy and dignity** with their **safeguarding and wellbeing**, in line with the **Early Years Foundation Stage (EYFS) statutory framework (2025)** and current UK Government guidance. This policy applies to all staff, volunteers and students working in the setting.

Aims

This policy aims to ensure that:

- Children's **toileting and hygiene needs** are met promptly and respectfully.
- Children are supported to develop independence in self-care where appropriate.
- Staff maintain **children's privacy and dignity** whilst ensuring safeguarding requirements are fulfilled.
- Clear procedures exist for toileting, nappy changes, privacy measures, recording, communication and parental involvement.

Definitions

Toileting: The process of supporting children to use the toilet, potty or other appropriate means of toileting.

Intimate Care: Care routines that involve washing, changing nappies/soiled clothing or physical contact.

Privacy: Providing discreet toileting support, shielding children from unnecessary view while maintaining appropriate supervision.

EYFS Requirements

We adhere to the EYFS safeguarding and welfare requirement that:

- **Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.**

To meet this:

- An adult remains within **sight or hearing** of other staff/children while toileting support is provided, as a safeguarding measure.
- Discreet approaches (privacy screens, staff positioning, partial physical shielding) are used where possible to uphold dignity.

Facilities and Hygiene

- Toilets, hand basins and foot stools are provided that are **child-friendly, clean, and easily accessible** during sessions.
- There are **suitable, hygienic changing areas** for children in nappies or requiring support.
- An **adequate supply** of clean bedding, towels, spare clothing and hygiene supplies is always maintained.
- Staff use appropriate **personal protective equipment (PPE)**, including disposable gloves, and follow stringent hygiene routines (hand washing, surface cleaning) after each nappy change or toileting event.

Procedures

Toileting and Changing

1. A trusted member of staff will assist the child to the toilet/changing area.
2. Staff are alert to the child's cues and offer support sensitively and at the child's pace.
3. Privacy measures are used where possible without compromising the child's safety and the supervision of other children.
4. Children are encouraged to wash their hands independently after toilet use where feasible.

Nappy Changing

- Nappy changing will be conducted in designated areas.
- Staff will use PPE, maintain good hygiene and dispose of nappies appropriately.
- Nappy changing is recorded in our daily care logs and shared discretely with parents/carers.

Safeguarding and Supervision

- At all times, staff must make **child safety and safeguarding their priority**. Staff will position themselves to keep children within sight or hearing while respecting privacy during toileting/intimate care.
- Two adults must be present when supporting children with intimate care if risk assessments require this (e.g., for additional needs).
- Any unusual marks, behaviours or concerns observed during toileting support must be recorded and reported to the **Designated Safeguarding Lead (DSL)** without delay.

Promoting Independence

- We support children to develop independence in using the toilet, washing and dressing where developmentally appropriate through positive encouragement.

Parental Communication

- Parents/carers are asked to provide information about their child's toileting needs, allergies, preferred routines and comfort levels on registration and update as needed.
- We communicate with parents discretely about toileting routines and changes, ensuring privacy.

Inclusive Practice

- All children, including those with SEND or delayed continence, will be supported and **not excluded** due to toileting needs, in line with equalities and anti-discrimination expectations.

Record Keeping

- All nappy changes and toileting support are logged in daily care records.
- Records are stored securely in line with our **Data Protection and Confidentiality Policy**.

Staff Training

- All staff receive training on intimate care, hygiene, safeguarding, privacy considerations, and this policy. Refresher training occurs at least annually.