



## Colquhoun Park Early Years Centre Personal care and toileting Policy

**Colquhoun Park Early Years Centre is committed to ensuring that all children receiving personal care (including toileting and nappy changes) are treated with privacy, dignity, and respect. We view these moments not just as "tasks," but as valuable opportunities for one-to-one interaction that support a child's wellbeing, emotional security, and burgeoning independence.**

### The Personal Plan

In line with Scottish regulations, every child must have a Personal Plan developed within 28 days of starting.

- **Collaboration:** Personal care routines must be agreed upon with parents/carers.
- **Review:** These plans are reviewed at least every six months (or sooner if the child's needs change, e.g., starting toilet training).
- **Individual Needs:** The plan will specify the child's stage of development, preferred terminology (e.g., "wee-wee," "pee"), and any specific skin care requirements.

### Procedures and Hygiene

To minimize infection risks and ensure safety, the following procedures must be followed:

#### Facilities

- **Designated Area:** Changes must take place in a designated nappy-changing area, separate from food preparation and play areas.
- **Ventilation:** The area must be well-ventilated (e.g., extractor fan or window).
- **Handwashing:** A dedicated handwash sink (not the potty-cleaning sink) must be available in the changing area.
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#### Standard Infection Control Precautions (SICPs)

- **PPE:** Staff must wear disposable, single-use aprons and gloves for every change.
- **Surface Care:** Changing mats must be checked daily for tears. They must be cleaned with detergent and disinfectant (or a combined product) before and after every use.
- **Waste:** Nappies and PPE must be disposed of in a foot-operated, lidded bin.

### Supporting Independence (Toileting)

As children transition from nappies to toilets, we follow the **SHANARRI** wellbeing indicators to ensure they feel **Respected and Included:**

- **Potties:** If potties are used, they must be cleaned in a dedicated area and stored out of reach when not in use.
- **Consent:** Staff should always explain what they are doing and seek the child's cooperation, promoting bodily autonomy.
- **Clothing:** Parents are encouraged to provide easy-to-remove clothing to foster independence.

### Safeguarding and Protection

- **Ratios:** Personal care is usually carried out on a 1:1 basis by the child's **Key Person** to build trust.
- **Visibility:** While privacy is paramount, changing areas should not be entirely "hidden." Other staff members should be within earshot or visible through a viewing panel to protect both the child and the staff member.
- **Record Keeping:** All changes/toileting accidents are recorded and shared with parents at the end of the session.

## Staff Training

All staff involved in personal care will:

1. Undergo an induction on hygiene and safeguarding.
2. Hold a current **PVG (Protecting Vulnerable Groups)** membership.
3. Be familiar with Colquhoun Park Early Years Centre infection control procedures.

### **Associated Procedure:**

**Associated Guidance/documentation:** The Health and Social Care Standards (2017): Specifically Standard 1.4: "If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected." Realising the Ambition: Being Me (2020): National practice guidance for early years in Scotland. Care Inspectorate Guidance: Nappy changing facilities for early learning and childcare services (2024). Infection Prevention and Control in Childcare Settings (NHS Scotland).

This policy has been created in consultation with staff and parent/carers

Signed ...*Kady Tamburrini*.....

Reviewed	
Updated	
Created	February 2026