Turnfurlong Infant School

Intimate Care Policy – 2026-2027

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing and intimate care.

Note: We do not routinely provide nappies for children's use at school

In line with the Equality Act (2010), Turnfurlong Infant School will ensure:

Policy Statement

- No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent whatever their age. We work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time.
- We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.
- We see toilet training as a self-care skill that children have the opportunity to learn with the full support of adults.
- We encourage children to be as independent as possible in their self-care.

Aims

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change a child
- To assure parents/ carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination and ensure inclusion for all.

Basic Principles

At Turnfurlong Infant School we will bear in mind the following principles when nappy changing:

- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- Children are supported in their understanding of toileting procedures so that they are led to independence.

Safeguarding

We will ensure that all staff are familiar with our Safeguarding Children Policy and Procedures to develop children's resilience and to protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by their key person or another member of staff they have a close relationship with. It is important we signal out intention to colleagues that we are changing a child and ask for the child's consent, as appropriate to their development. This is part of making sure we have a culture of open-ness which safeguards children and ensures all adults follow safe working practices.

Reception and Key Stage 1: Staff should only change children when there is another member of staff within sight. Children should be changed in the toilets adjoining the

classrooms when there is a colleague in the classroom and should position themselves so that the child's dignity is maintained but so that they are visible to colleagues. Children should always be encouraged to manage as much of their self-care as possible. If a child has a disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/ carers. See also 'Supporting pupils with medical conditions' policy.

Nursery: Staff should always change children when there is a colleague in the room where the nappy-changing area or toilets are situated. This allows for children's privacy but which enable staff to be seen. Children should be encouraged to manage as much of their self-care as possible.

Nappy changing in the Nursery

Working with Parents/Carers
We will work with parents when attending to nappy changing routines.

- Where parents are present, i.e. during the settling in period or at collection time, they will be asked to change their own child's nappy.
- If a child has a disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/ carers.
- Parents will be asked when their child first starts at the nursery whether or not their child has any special words/ actions/ particular needs during the nappy changing procedure.
- Any significant observations made during a nappy changing procedure will be shared with the parents at the end of the session (e.g. badly soiled nappy).

Supporting Children's transition to using the toilet
At Turnfurlong Infant School Nursery we will encourage all our children to work towards using the toilet when they are ready. In addition, key persons ensure that nappy changing is relaxed and at a time which promotes independence for the child.

Protection for Staff
As far as possible, nappy changing procedures will be carried out by the child's key person. Turnfurlong Infant School Nursery will take the following steps to protect our staff within the nurturing, open culture of the nursery setting:

- Staff will be trained in good working practices which comply with Health and Safety regulations as set out in our Health and Safety Policy.
- Staff will inform the other members of staff discreetly that they are taking the child to change them.
- If a situation occurs that causes a member of staff concern, a second member of staff should be called and the incident reported to the nursery manager and the safeguarding lead if appropriate. A record will be made on CPOMS.
- Where staff are concerned about a child's action or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the lead for safeguarding immediately.
- Staff will be trained in the area of intimate/ personal care for children with specific needs and procedure for safe moving and handling.
- Students will only change nappies, as part of their training, if they have developed a close trusting relationship with the child and in the presence of a member of staff.

- Agency staff will not change nappies unless they are employed on a long-term supply basis.

Procedure for changing children

We will follow the changing procedure below:

- Gather all the necessary items needed before each nappy or clothes change.
- Wash and dry your hands.
- Put on gloves and apron. **You should use a new set of gloves and apron for each nappy/clothes change.**
- Approach the child and say or sign that it's time for a nappy change.
- **Recognise that it may be more appropriate for a child to stand or sit as they are changed.**
- If using the changing table, support the child as they climb the steps and help them onto the changing mat.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, they should be bagged separately and sent home. They should not be rinsed.
- Using the wipes, clean the child from the front to the back and place the used wipes in the nappy sack. Tie the nappy sack and place in the bin.
- Put on a clean nappy and cream as necessary.
- Take off gloves and apron and place them in the bin.
- Dress the child.
- Help the child to wash their hands.
- Wash your hands using soap and paper towels.
- Take the child back to the room.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands.