



# Greatstone Primary School

## Intimate Care and Nappy Changing Policy

Author(s):	Kate Bovingdon
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Review Frequency:	Every two years
Review Date:	December 2027
References:	Statutory Framework for the EYFS (Safeguarding) 2025
To be read in conjunction with	Foundation Stage Policy Health, Safety and First Aid Keeping Children Safe in Education
Key contact personnel	Designated Safeguarding Leads: Mrs Kay (Head of School), Mrs F Roberts (Deputy Headteacher) Hannah Ferris (Lead DSL), Kate Bovingdon (DSL and Early Years Lead/SENCo and named Governor with lead responsibility).

## **Intimate and Personal Care Policy**

### **Rational**

There are times when children need nappy changes, help with toileting and changing clothes at Nursery. This policy provides clear guidelines for providing the intimate care of children. These guidelines are designed to promote good practice and safeguard children and practitioners.

### **Aims**

To include all children in activities regardless of their ability to manage their own personal care

To safeguard the rights and promote the welfare of children

To provide guidance for staff

To reassure parents

### **Definition of intimate care**

“Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with or exposure of sexual parts of the body”

These tasks include: dressing and undressing, helping to use the toilet, cleaning, wiping intimate parts of the body, apply medical cream or nappy cream

### **Definition of personal care**

“Although it may not involve touching another person, it is less intimate and usually has the function of helping with personal presentation”

Tasks include: Feeding, medication, hair, dressing, washing and prompting and supervising going to the toilet

### **Policy Statement:**

With our Early Learning Zone, we are committed to providing safe, respectful, and appropriate personal care for all children in our setting. Intimate and personal care routines are essential to meet individual needs and support children’s health, dignity, comfort, and well-being. We work closely with parents at all times and follow their lead when toilet training begins at home. We recognise that personal care is a sensitive area requiring professional conduct and strong safeguarding measures. This policy ensures that all personal care is carried out consistently, safely, and respectfully, in line with the EYFS statutory framework and safeguarding best practices.

**Procedures:**

- By signing the Nursery Parental Contract, parents/carers agree to the setting staff changing their child if they wear a nappy/pull-up or should the need arise for a change of clothing due to a toilet accident, wet or messy play.
- All staff members hold a current DBS certificate and will be allowed to change any child or accompany them to the toilet. We will use the Key Person system as much as is possible during these times.
- A changing area is provided where staff can change children safely and hygienically. This area will be kept clean, warm and dry at all times.
- Children wearing nappies/pull-ups will be checked regularly during the session to ensure they remain clean and dry. Nappies/pull-ups will be changed at least once during a session by the setting staff, unless parents request differently. Nappies and Pull ups will be checked prior to going home at the end of their session and changed if needed.
- If a parent/carer has provided nappy barrier cream and the person changing them feels it is required, staff are permitted to apply it in accordance with the recommendations noted by the manufacturer.
- The child must be changed on the changing unit unless the child is deemed too tall/heavy to pick up or refuses and prefers to stand. Only in these instances will the changing mat be placed on the changing area floor for the child to be changed.
- Other children will be kept away from the area whilst in use to respect the privacy and/or any religious/cultural practices of the child being changed.
- The mat will be cleaned before and after use with anti-bacterial cleaner.
- Disposable gloves and aprons must be worn when changing a child. These will be disposed of after each child to prevent the spread of germs.
- Parents must provide their child with changing items (if in nappies), clearly showing their child's name. Only these items will be used to change a child, unless a prior agreement has been made, via the parental agreement form, in order to prevent allergic reactions, cross infection, etc. If baby wipes have not been provided and no prior agreement has been made the child will be changed using only tissue and water.
- Baby wipes, gloves and nappies will be placed in a nappy sack and then disposed of in the nappy bin unit which is emptied at regular intervals.
- The above-mentioned unit will be emptied when full or at the end of each day and disposed of according to the local environmental health departments advice.
- Any wet/soiled clothing will be put in a nappy sack and sent home with the child.
- A record is kept to show which child has been changed, by whom and when.

**Children's Rights:**

We recognise children's rights to:

- Be kept safe
- Be treated with dignity and respect
- Have their views considered

- Be supported to develop independence at their own pace

We encourage children to participate in their own intimate and personal care as an approach towards facilitating participation in daily life and develop their personal and physical skills.

All children have the right to be safe, feel comfortable and be treated with dignity and respect. Staff will be sensitive to individual needs.

All staff working on site will hold a DBS and be up to date with Safeguarding Training.

**Policy Review:**

Policy Reviewed: December 2027 or as needed in line with updates to guidance or changes in the setting.