

# Oxford Primary School



## Intimate Care Policy

**Written: June 2026**

**Due for review: June 2027**

## **Introduction**

At Otford Primary School we understand that children are at different developmental stages. As a school we aim to be inclusive to all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support and non-judgemental concern of adults.

This policy will be used when supporting children requiring nappy/pull-up pants changing and other related personal care tasks. It has been written to ensure that best practice is always carried out and that procedures followed comply with the legal requirements of the Early Years Foundation Stage statutory framework.

## **Aims**

- To ensure that children in our care are comfortable and happy at all times
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change children
- 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 the inclusion of all.

## **Basic Principles**

At Otford Primary School staff will bear in mind the following key principles when changing a child's nappy/pull up pants:

- Children have the right to feel safe & secure
- Children will be respected and valued as individuals
- Children have a right to privacy / dignity
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures
- To ensure children are comfortable and happy, nappies/pull up pants will be checked at regular intervals and promptly changed when required. (I.e. when wet or soiled.)

## **Vulnerability to Abuse**

As a school we ensure that all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse.

It is important that children are changed in a reassuring and caring way by a member of staff they have a close relationship with. Furthermore, it is important that we signal our intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what is going to happen, as appropriate to their level of development. This helps give children

the important message that not just anyone can pick them up, take them off and undress them.

Staff should always change children in the designated changing area which, whilst allowing for privacy is not closed off. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

Intimate care arrangements should be reviewed at least six monthly. The views of all relevant parties, including the child (if appropriate), should be sought and considered to inform future arrangements. If a staff member has concerns about a colleague's intimate care practice they must report this to their designated manager / teacher.

### **Working with Parents/Carers**

- We will work with parents when developing a child's intimate care/changing routine.
- If a child has any disability or medical need 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 school whether or not they have any particular needs or any special words or actions used during their nappy changing procedure.
- Any significant observations made during an intimate care procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine/nappy rash etc.)

### **Protection for Staff**

As far as possible, intimate care procedures will be carried out by a member of EYFS staff. Protection for that person will be undertaken in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Staff will discreetly inform other members of the EYFS team that they are taking a child to the toilet to change.
- Each instance of intimate care will be recorded by the adult who completed it. Details recorded will include: - what personal care tasks were carried out - by who - the time and date it was completed (see appendix 1)
  - If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the line manager and recorded.
  - Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's designated safeguarding lead (DSL) immediately.
- Staff will be specifically trained in the area of Intimate/Personal care for children with specific needs.

**Changing procedures followed by staff:**

- Ensure the following items are ready before changing a child's nappy/pull up pants; clean nappy/pull up pants, wipes and nappy cream if required. (N.B - where cream is used the child should have their own named cream and written permission obtained from the parent).
- Approach the child and say or sign that it's time for a nappy change.
- Wash and dry your hands and put on a pair of disposal gloves/disposable apron. (N.B - staff must put a fresh set of gloves on for every child that has a nappy/pull ups changed.)
- Remove the child's clothing to access the nappy/pull up pants.
- Staff members will then remove the child's nappy/pull up pants and clean the area, always from front to back using wipes. The cream (if necessary) provided by the parents/carers, is wiped onto the nappy **not** directly onto the skin or private areas. The member of staff must ensure the child is clean and comfortable by putting on a clean nappy, pull up pants and a clean set of clothes if required.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- Soiled nappies/pull up pants will be placed into a tie handle bag then placed into the designated bin.
- The staff member must then place the used gloves in the bin provided and wash their hands with liquid antibacterial soap and running water and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the nursery room to continue with their activities / play.

**Parental Responsibilities**

At Otford Primary School we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at school.
- The school requires parents to supply nappies/pull up pants, wipes and sundries that will be used and applied as necessary.
- Parents understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health.
- Parents must send their child in nappies/pull up pants or protective underwear until they are dry and clean the majority of the time.




## APPENDIX 2



**Oxford Primary School - Letter of consent re Intimate Care**

**Name of Child:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please tick as appropriate

I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Oxford Primary School

I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 3:**

**Intimate Care Plan for (name of child)**

**Date**

Relevant medical information:

School leader:

Other Staff:

Other Adults:

Signed- Parent \_\_\_\_\_

Signed Teacher/ Other Adults \_\_\_\_\_

Area of need.	
Equipment required	
Location of toilets	
Support required	
Frequency of support	