



# Intimate care & toileting policy

Summer 2025



**WHINLESS DOWN**  
**ACADEMY TRUST**

## **Intimate Care and Toileting Policy**

### **Policy Statement**

Vale View Nursery and the Whinless Down Academy Trust, understands the importance of its responsibility to safeguard and promote the welfare of children. Pupils may require assistance with intimate care as a result of their age or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance.

This policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

The nursery and Trust are committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved

### **Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)
- DfE (2024) 'Keeping children safe in education'
- Early Year Statutory Framework 2024

This policy operates in conjunction with the following school policies:

- Administering Medication Policy
- Complaints Procedures Policy
- Child Protection and Safeguarding Policy
- Whistleblowing Policy

- Infection Control Policy
- Allegations of Abuse Against Staff Policy

### **Definitions**

For the purpose of this policy, "intimate care" is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

Intimate care includes the following:

- Helping a child with eating and drinking for reasons of illness or disability
- Body bathing other than to the arms and face, and to the legs below the knee
- Application of medical treatment other than to the arms and face, and to the legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

### **Roles and responsibilities**

The Headteacher and the Trust EYFS Lead are responsible for:

- Ensuring that intimate care is conducted professionally and sensitively.
- Ensuring that the intimate care of all children is carefully planned, with input from the parent and SENCO, as necessary.
- Communicating with parents in order to establish effective partnerships when providing intimate care to children.
- Handling any complaints about the provision of intimate care in line with the school's Complaints Policy.

All members of staff who provide intimate care are responsible for:

- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.
- Liaise with parents as and when necessary regarding their child's intimate care.

Parents are responsible for:

- Providing their consent to the nursery for their child's intimate care.
- Liaise with staff regarding their child's intimate care, as and when necessary.

## Procedures for intimate care

- A child's nappy should be checked on arrival at the nursery. If needed, it should be changed immediately.
- All children should be changed as and when needed, but at least once a session. Whenever possible the child should be changed by a member of nursery staff and NEVER by anyone who has not provided a satisfactory DBS check.
- All nappy changes must be recorded by the members of staff responsible on the prescribed record sheet. This includes whether the nappy was wet or soiled, the time of nappy change and initialled by the member of staff who is changing.
- A child should be changed immediately if they have soiled their nappy or it becomes significantly wet.
- The changing unit is in a warm and comfortable area and are private from others.
- When changing a nappy, staff members must wear a disposable apron and gloves.
- The changing mat must be disinfected with anti-bacterial spray between each nappy change. Allow the mat to dry naturally or wipe it dry with a paper towel before changing the next child.
- Staff must wash their hands before and after completing a nappy change.
- Respect the parent/carers choice of nappies for their child by ensuring you are using the correct make and size of nappy.
- Staff members will remove the child's dirty nappy and clean the area, always from front to back using wipes and cream provided by the parents/carers.
- Only nappy creams brought in by the parent/carers for their own child may be used on the child. Staff must record when a child is sore and cream has been applied on the nappy log.
- In case of an emergency, the nursery will have a pot of cream to apply to children who are sore and where the parent has given permission to apply the cream.
- Should a member of staff have any concerns about a child they should follow the school's child protection and safeguarding procedures.
- Children must never be left unattended on the nappy changing unit.
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)
- All children should be encouraged to use the steps to access the changing station. Staff are not to lift heavy children onto the changing table, they must walk up the stairs.
- All nappies and wipes must be put into nappy sacks and disposed of in the nappy bin provided. All aprons and gloves must be put in the bin.
- Any soiled clothing will be placed in a tied plastic bag in the child's personal bag and will be returned to parents at the end of the nursery session.
- Any bodily fluids that transfer onto the changing area will be cleaned appropriately.

## Toilet Training

We work with parent and carers towards toilet training unless there are medical or other developmental reasons why this may not be appropriate. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. We aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it.

- Staff will wear protective gloves and apron when supporting children during toileting. These will be disposed of after each use.
- Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.
- Staff will remind children to use the toilet regularly.
- Potties are available for children too small to use the toilet or those who feel more comfortable using a potty.
- The potty will be cleaned with disinfectant after every use.
- All children will be encouraged to adopt good personal hygiene by washing their hands properly after using the toilet.
- Staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing task.
- Activities and routines will include reminders about the need for good personal hygiene.
- Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child. The nursery has a range of spare clothes that can be used if necessary.
- Staff will praise children verbally throughout the experience.
- If a child is old enough to meet their own toileting needs, the staff will support the child according to their age and ability to use the toilet, ensuring they are comfortable, clean and dry and have washed their hands afterwards.

Staff will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and referencing other children as good role-models for this practice
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child can reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet

- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage them

### **Parental engagement**

Parents will be asked to supply the following items for their child's intimate care:

- Spare nappies
- Wipes, creams etc
- Spare clothing
- Spare underwear

We work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand the procedures that will be followed when their child is changed at school.
- Parents must sign a consent form granting permission for their child's nappy to be changed on entry to the nursery.
- The nursery requires parents to supply nappies, wipes and sundries that will be used and applied as necessary.
- Parents must send their child in nappies or protective underwear until they are begin toilet training.
- If a child has any disability or medical need that may affect their intimate care routine, a Health Care Plan will be drawn up in agreement with parents/carers.

### **Safeguarding procedures**

The nursery adopts rigorous safeguarding procedures in accordance with the Trust Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

Intimate care is classified as regulated activity; therefore, the nursery will ensure that all adults providing intimate care have undergone an enhanced DBS check, which includes barred list information, enabling them to work with children.

Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy.

All members of staff will receive safeguarding training on an annual basis, and receive child protection and safeguarding updates as required, but at least annually.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL. Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

**Monitoring and review**

This policy will be reviewed regularly by the Trust EYFS Leading Practitioner, who will make any changes necessary and communicate these to all members of staff.