



Growing together, hand in hand

Early Years Intimate Care and Changing Policy

September 2025

Issue 1.0

Audience:	Governors/Staff
Frequency of Review:	Annually
Post-holder responsible for Review:	Nursery Manager



Early Years Intimate Care and Changing Policy:

Safeguarding and Welfare Requirements:

- Providers must ensure that there are suitable hygienic changing facilities for changing any children who are in nappies.
- Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting

Policy Statement:

No child is to be excluded from participating at Gorsemoor Primary school, who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We will work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at this time (a health care plan may be set up with support of the school SENDCo and/or health visitor).

We provide nappy changing facilities and exercise hygiene practices 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 and non-judgemental concern of adults.

This policy will be used when supporting children requiring nappy 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.

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All children are treated with dignity, care and compassion during nappy changing/toileting. Staff will ensure this time is relaxed and never make negative comments about nappy/potty/toilet contents.

Information about a child's changing/toileting routine should be obtained from the parents by the key person/class teacher prior to the child starting Early Years; this information should be regularly reviewed and updated to ensure that the changing needs of the child are met.

In Early Years, all staff are aware of the changing needs of all children during each session. Only staff members with Disclosure and Barring Service (DBS) or Criminal Records Bureau (CRB) Enhanced Disclosure clearance will undertake nappy changing/toileting duties.

Nappy Changing:

- In nursery, changing needs are discreetly displayed in the changing area. All children are changed at least once per session and more if required.

- A staff member will gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack.
- Staff will discreetly take a child for his/her nappy to be changed to ensure that the child is not embarrassed at any point. The staff member will ensure that another member of staff is aware that they are changing a child.
- The staff member will wear clean gloves for each nappy change procedure, before changing starts. Disposable aprons are also available if staff would like to wear one.
- The changing station is wiped with antibacterial spray before and after each use.
- Staff will carefully attach the steps to the unit, ensuring they are safely attached. Manual handling training will be accessed through the National College website by all staff in early years.
- Staff will support the children (hold their hand) as they climb the steps of the unit and carefully lie down.
- Children are not to be left unsupervised on the changing unit.
- Staff will support the children (hold their hand) as they climb back down the steps.
- The steps must be removed once changing has been completed.
- If children are unable to climb the steps, they will use the rise and fall unit in the disabled toilet area. Staff must ensure that another member of staff know where they are going and take the walkie talkie if they need support for any reason. A chaperone will be needed to change children in the disabled toilet facilities.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- All bodily waste is disposed of in the special nappy bin, located in the disabled bathroom.
- Staff will ensure that nappy changing is relaxed and a time to promote independence in young children.
- Children are encouraged to take an interest in using the toilet.
- They should be encouraged to wash their hands and have soap and paper towels/hand dryer to hand. They should be allowed time for some play as they explore the water and the soap if they wish too.
- The staff are gentle when changing. They avoid pulling faces and making negative comment about 'nappy contents'.
- If staff have any concerns about the child while changing a child's nappy, they will inform the nursery manager/lead and follow the school's safeguarding policy will be followed. All concerns must be logged on My Concern
- Details of nappy changes are detailed on the changing record displayed in the changing area. (These are changed on a weekly basis).
- If a child is dry when they are checked, they must be checked again during the session. If they are attending for the full day, they must not be left until the afternoon nappy change time. These checks must be logged on the nappy change record.

***If children refuse to have their nappy changed, staff will try to gently encourage them using different techniques. If they are still not happy about being changed, this will be discussed with parents discreetly and logged using My Concern. Children must not be left in soiled nappies. If a child refuses to be changed, a call home will need to be made, to see if anyone can pop into support the nappy change. This is to ensure that the child is not left in a soiled nappy, resulting in them becoming sore. Again, this will be logged via My Concern.**

Toileting:

When a child is ready to make the transition from nappies/pull ups into pants, we work in collaboration with parents/carers to ensure a consistent approach. 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 caring adults.

We ask parents/carers to provide:

- Change of clothes/undergarments
- Wet wipes
- Nappy sacks (for wet or soiled clothing)
- Children will have access to toilet/potty as and when they need them, not at set times and in line with parents/carers wishes as far as possible.
- Children will be encouraged to wash their hands after using the toilet/potty.
- Children will not be left in wet/soiled clothes. We have spare clothing if parents/carers have not supplied any.
- The children will be changed discreetly in the toileting area to avoid any embarrassment.
- Soiled/wet clothing will be bagged and given to the parent/carer. We ask that any borrowed items are washed and returned ready for re-use.
- As children become more confident, they will be encouraged to manage their own personal hygiene independently.
- If staff support children in the toilet area, it must be logged on the nappy change and toileting log. (Children's initials).