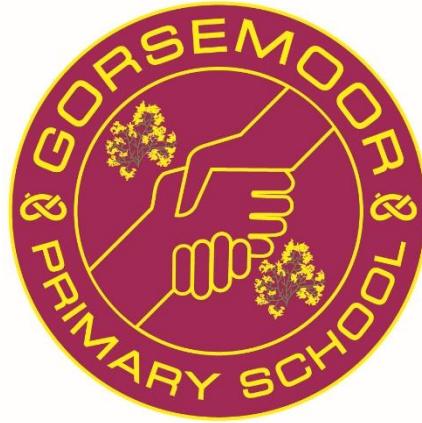




Growing together, hand in hand

Early Years Intimate Care and Changing Policy

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

September 2026



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:

At Gorsemoor Primary School, we recognise that intimate care, toileting and nappy changing are an important part of caring for young children. We understand that children develop at different rates and that toilet training is a developmental process which should be approached sensitively, positively and without pressure.

No child will be excluded from participating in our Early Years provision because they are not yet toilet trained or continue to wear nappies or an equivalent. We will work in partnership with parents and carers to support children's developing independence and toileting skills, recognising that some children may require additional time, support or an individualised approach.

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.

Where there are medical, developmental or additional needs that affect a child's toileting or intimate care, appropriate arrangements will be made in partnership with parents and, where necessary, the school's SENDCo, health visitor, school nurse or other relevant professionals. An individual healthcare or intimate care plan may be put in place where appropriate.

This policy is informed by the **Early Years Foundation Stage (EYFS) Statutory Framework**, including the safeguarding and welfare requirements relating to health, hygiene, safeguarding, suitable people, special educational needs and toilets and intimate hygiene.

The EYFS requires providers to have suitable hygienic changing facilities for children who are in nappies and to ensure that children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.

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.

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).

Individual intimate care needs

Where a child requires a higher level of intimate care because of SEND, a medical condition, developmental needs or other circumstances, the school will work with parents and relevant professionals to identify the child's individual needs.

Where appropriate, an individual intimate care plan or healthcare plan will be developed. This will identify the support required, agreed routines, relevant equipment, communication needs and any additional safeguarding considerations.

Plans will be reviewed regularly and whenever the child's needs change.

Recording and information sharing

Information relating to a child's intimate care needs will be treated as confidential and handled in accordance with the school's data protection and safeguarding procedures.

Relevant information will be shared with staff who have a professional need to know in order to meet the child's needs safely and appropriately.

Parents and carers will be informed of significant changes, concerns or incidents relating to their child's intimate care.

This policy will be reviewed regularly and updated in response to changes in legislation, statutory guidance, safeguarding requirements and school practice.