

Long Mead CP School & Bright Stars Preschool policy



Policy name	Nappy Changing, Intimate Care and Toileting Policy
Date written	September 2026
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1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, nappy changing, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

3. Role of parents/carers

3.1 Seeking parental permission

For children in EYFS parents/carers will have a meeting when they start to discuss nappy changing arrangements and be able to see the classrooms and changing areas. Teachers will discuss with parents/carers the routines, anything to be aware of and be able to ask any questions.

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes teachers, LSAs and support staff.

No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

4.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

Two people will always be in the class area when a nappy is being changed.

- ✚ Get the nappy, wipes, apron and gloves ready.
- ✚ Put the apron and gloves on, collect the child you are changing.
- ✚ Support the child to climb up onto the changing table or use the changing mat on the floor.
- ✚ Remove the nappy and dispose of it in the nappy bin.

- ✚ Clean the child using wipes (their own if they are provided).
- ✚ Put the clean nappy on the child.
- ✚ Take the child back to class.
- ✚ Spray the mat with antibacterial spray and wipe it down.
- ✚ Remove the apron/gloves and dispose of them in the nappy bin (this is emptied regularly).
- ✚ Wash hands with antibacterial soap.

Procedure for attending to children who have had ‘accidents’:

Parents of EYFS children are all asked to ensure that spare clothing is kept in the child's bag in case of accidents. The school does also keep a supply of spare clothing and underwear; parents are asked to launder and return this to school. If a child beyond the EYFS has ongoing problems with bladder or bowel control, parents are asked to supply clean clothes and wipes as necessary. Staff will use disposable gloves, and wet or soiled clothing will be double-bagged and either disposed of or given to parents discreetly at collection time.

Every effort is made to ensure privacy and modesty. Staff members **must** inform a colleague that they are about to assist a child in this way. The child will be encouraged to undertake as much of the procedure for themselves as possible, but we understand that they may need help and support with:

- ✚ Removing soiled clothes
- ✚ Cleaning skin (may include genitalia, bottom, legs, feet)
- ✚ Dressing in clean clothes

The member of staff will pay attention to the level of comfort for the child and also any distress. Parents/carers will be notified.

Our intention is that no child will ever be left in wet or soiled clothing. As soon as staff members become aware of any need, they will clean or help to clean the child and check regularly to ensure that he/she is clean before being collected to go home.

We ensure that children are given positive praise and encouragement as they master these important personal skills.

We will ensure meetings take place with parents/carers if children enter Reception class and are still required to wear a nappy. Support will be put in place to discuss how to support the family and child in becoming toilet trained. This may include more regular meetings, support in school, encouragement at home or further support from the doctors.

5.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a designated safeguarding lead.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed by the Senior Leadership team every two years. At every review, the policy will be approved by the Headteacher.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions

Appendix 1: intimate care plan



Appendix 1: Intimate care plan

Permission for school/Preschool to provide intimate care	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix 2: Parent/carer consent form



Appendix 2: template parent/carer consent form

Permission for school/Preschool to provide intimate care	
Name of child	
Date of birth	
Name of parent/carer	
I give permission for the school to provide appropriate intimate care to my child (<u>e.g.</u> changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect my child's personal care (<u>e.g.</u> if medication changes or if my child has an infection)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be given intimate care (<u>e.g.</u> to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (<u>e.g.</u> be washed and changed). I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	