

# Willow Nursery School

## Intimate Care Policy

### Policy Statement

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, privacy, rights and wellbeing of every child 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 child 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
- No child will be refused a place at Willow Nursery School in relation to continence issues and documentation for parents will openly acknowledge this.

### Procedures for nappy changing – room 4

Children that start at Willow Nursery School can be aged 2 and may not yet be toilet trained.

- Staff working in room 4 have a nappy changing unit where children wearing nappies can be changed. Children will not be left unattended on the changing unit.
- The member of staff changing the child will let another member of staff know that they are carrying out an intimate care procedure
- Parents will be encouraged to provide nappies rather than pull ups for ease and additional privacy
- A child's privacy will be considered and balanced with safeguarding and support needs
- Each child should have a bag on their peg with nappies, spare set of clothes, carrier bag, nappy sacks and wipes.
- Staff involved in this procedure will be expected to wear disposable gloves.
- Wet or soiled nappies and wipes will be put in a nappy sack and placed in the child's bag, for disposal by the parents.
- Gloves and any items used for cleaning the changing area will be disposed of in the normal domestic waste.

- Hot water and liquid soap will be available to wash hands as soon as the task is complete. A hand dryer or paper towels will be available for drying hands.

### **Procedure for nappy changing – rest of school**

- Parents of children over 3 years of age will be asked to sign an agreement (see below)
- The bathroom area in each of Rooms 1,2,3 are appropriate areas for the changing of children. If a child's nappy needs changing, they will usually be attended to in one of these areas.
- The member of staff changing the child will let another member of staff know that they are carrying out an intimate care procedure
- Parents will be encouraged to provide nappies rather than pull ups for ease and additional privacy
- A child's privacy will be considered and balanced with safeguarding and support needs.
- Each child should have a bag on their peg with nappies, spare set of clothes, carrier bag, nappy sacks and wipes.
- Staff involved in this procedure will be expected to wear disposable gloves.
- Wet or soiled nappies and wipes will be put in a nappy sack and placed in the child's bag, for disposal by the parents.
- Gloves and any items used for cleaning the changing area will be disposed of in the normal domestic waste.
- Hot water and liquid soap will be available to wash hands as soon as the task is complete. A hand dryer or paper towels will be available for drying hands.

### **Procedure for changing children – wet/soiled**

- The bathroom area in each of Rooms 1,2,3 are appropriate areas for the changing of children. If a child accidentally wets or soils themselves, they will be attended to in one of these areas.
- The member of staff changing the child will let another member of staff know that they are carrying out an intimate care procedure
- A child's privacy will be considered and balanced with safeguarding and support needs.
- Each child should have a bag on their peg with a spare set of clothes, carrier bag, nappy sacks and wipes.
- Staff involved in this procedure will be expected to wear disposable gloves.
- Children will be encouraged to be as independent as possible and help with caregiving routines.
- Wet or soiled clothes will be put in a nappy sack and placed in the child's bag.

- Gloves and any items used for cleaning the changing area will be disposed of in the normal domestic waste.
- Hot water and liquid soap will be available to wash hands as soon as the task is complete. A hand dryer or paper towels will be available for drying hands.

### **Procedure for helping children manage their toileting needs**

- Should children need assistance with their toileting e.g. wiping, staff should try to talk the children through the process of wiping their own bottom
- If children still need assistance, the staff should inform another member of staff that they are helping a child with an intimate care procedure.
- Staff to encourage children to wash their hands using soap afterwards.

### **Safeguarding**

We have no anticipation that the changing of a child either in nappies or otherwise should raise any issues of safeguarding as all staff have been DBS checked. Therefore it will be normal practice for only one adult to be involved in attending to a child's personal needs. The person attending to a child will always be a member of the school staff and will always alert another member of staff that they are changing a child. Students on placement **will not** be involved in supporting children in this area of care.

At all times staff will be encouraged to remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities within school.

If any marks or injuries are noticed on a child during changing this should be immediately referred to the designated safeguarding lead to follow up.

### **Keys to success**

A successful transition to independence in this area of self care is more likely to be achieved when we, as practitioners work closely with parents with a positive approach to supporting the child in this aspect of their development.

We will not assume that the child has failed to achieve full continence because this has not been attempted in the home. However, where this is the case we will have a positive and structured approach developed, in partnership with parents and carers, to ensure a successful outcome for a child.

If there is further concern that delayed continence may be linked with delays in other aspects of the child's development this will be sensitively discussed with parents and carers and a specifically planned programme be jointly developed and agreed.

There are other professionals who can help with advice and support. The ERIC website has a wealth of knowledge and support for toilet training and continence.

### **Partnership Working**

In order to achieve a clear understanding of the shared responsibilities of both parents and school, parents of children over 3 years of age will have a mutual agreement which will define each other's expectations. This agreement should help to avoid misunderstandings that might otherwise arise and help parents feel confident that the school is taking an holistic view of the child's needs. This agreement/care plan will include an overview of responsibilities for the parent/carer and the school.

#### **The parent:**

- We agree to take our child to the toilet at the latest possible time before being brought to school
- We agree to provide spare nappies/underwear, changes of clothes, wipes, nappy sacks and any prescribed creams
- We agree to inform the school if our child has any marks/rashes
- We agree to discuss any issues with our child's keyworker
- We agree to a 'minimum change' policy i.e. the school will not change the child more frequently than if they were at home

#### **The School/setting:**

- Agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- Agreeing to discuss any marks or rashes seen
- Agreeing to review arrangements

### **Monitoring and Review**

The member of staff responsible for this policy is Miss Clair Howe.

Policy reviewed: Spring 2026

Next review: Spring 2028

## **Guidelines for staff involved in changing children in nappies – Room 4.**

- Children will be changed on the changing station where possible. If not, children should be changed standing up.
- The child's skin should be cleaned with a disposable wipe.
- Disposable gloves should be worn when changing children.
- Any soiled or wet clothing should be placed in a bag and placed on the child's peg or in their school bag.
- Gloves and any items used for cleaning the changing area will be disposed of
- Hands should be thoroughly washed afterwards.
- A copy of the changing record will be kept in the classroom folder. The changing record should be completed each time the child is changed.

## **Guidelines for staff involved in changing children in nappies - rest of school**

- Children should be changed standing up where possible.
- The child's skin should be cleaned with a disposable wipe.
- Disposable gloves should be worn when changing children.
- Any soiled or wet clothing should be placed in a bag and placed on the child's peg or in their school bag.
- Gloves and any items used for cleaning the changing area will be disposed of
- Hands should be thoroughly washed afterwards.
- A copy of the changing record will be kept in the classroom folder. The changing record should be completed each time the child is changed.

(Displayed in each changing area)

## Care Plan

Name of Child \_\_\_\_\_

### School

- We agree to change your child during a session should they soil or become uncomfortably wet (once per am session and once per pm session).
- We agree to work with you with appropriate toilet training arrangements.
- We agree to discuss any marks or rashes seen

### Parents

- We agree to take our child to the toilet at the latest possible time before being brought to school
- We agree to provide spare nappies/underwear, changes of clothes, wipes, nappy sacks and any prescribed creams
- We agree to inform the school if our child has any marks/rashes
- We agree to discuss any issues with our child's keyworker
- We agree to a 'minimum change' policy i.e. the school will not change the child more frequently than if they were at home

**Signed:**

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

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

Review Date:

