



St. Paul's
C of E Primary School

We are a Christian School and
we value being:
Encouraging and challenging;
Brave and kind;
Thankful and thoughtful.



Our school vision:

Matthew 19:14a Jesus said, 'Let the little children come to me'.

We are all equally important, listened to and loved by God

EYFS Intimate Care and Nappy Changing Policy

Date of Publication: March 2026

Review Date: March 2027

At St. Paul's C. of E. Primary School, we recognise that intimate care is a sensitive and essential aspect of early childhood development. We are committed to providing high-quality, respectful, and safe intimate care for all children.

Intimate care in EYFS includes support with personal hygiene and changing clothing following accidents/illness (e.g., wet/soiled clothing changes, cleaning after sickness), nappy changing and toileting routines that uphold children's dignity, promote wellbeing, and meet statutory requirements under the current EYFS framework.

We ensure that:

- Suitable hygienic changing facilities are available for all children in nappies.
- Children's privacy is considered and balanced with safeguarding and support needs during all intimate care routines.

Our policy ensures that all children are treated with respect and dignity during nappy changing and toileting routines. We aim to provide a safe, nurturing environment where children feel secure and valued, and where staff are confident and competent in delivering care that meets individual needs.

This Intimate Care and Nappy Changing Policy is linked with other policies and procedures at St. Paul's including:

- Safeguarding and Child Protection
- Health and Safety Policy
- Inclusion and Equality
- Allergy and Medical Needs Policy,
- Recognising and supporting Behaviour policy
- SEND policy
- Staff induction and Training
- Staff Code of Conduct Policy

Our Policy Aims

- To safeguard children and staff by establishing clear procedures and accountability.
- To promote independence by encouraging self-care skills where developmentally appropriate.
- To ensure emotional wellbeing by making care routines positive and reassuring experiences.
- To maintain high hygiene standards to prevent the spread of infection.
- To support inclusion by adapting care routines for children with SEND or medical needs.

Respect and Dignity

At St. Paul's during intimate care routines, children are always treated with respect and sensitivity. Staff engage with each child by using their name, maintaining eye contact, as appropriate, and take time to explain each step of the process in a calm and reassuring manner. Time is taken to ensure that each child feels safe, comfortable, and valued. Children are always changed in the toilet areas. Children who have had toileting accidents are encouraged to be as independent as possible in their changing.

Where a child may be distressed or refuse support with intimate care, staff will pause, reassure, use agreed communication supports, avoid forcing, record what happened, and liaise with parents/SENCo (and DSL if any safeguarding concern arises).

Safeguarding

At St Paul's we ensure that intimate care is only carried out by staff who have received appropriate training and hold a current enhanced DBS clearance. Any unusual marks, bruises, or disclosures observed during intimate care are reported immediately to the Designated Safeguarding Lead (DSL) and recorded in line with our safeguarding procedures. All staff follow our setting's safeguarding and whistleblowing policies rigorously to maintain a safe and transparent environment for every child.

Individual Toileting Plans

Where children have additional needs or requirements for intimate care support it may be necessary for an Individual Toileting Plan to be put in place.

Hygiene and Infection Control

At St. Paul's, we maintain the highest standards of hygiene during all nappy changing routines to ensure the health and safety of both children and staff. Staff wear disposable gloves for each change and dispose of them immediately afterwards to prevent cross-contamination. Changing mats are thoroughly cleaned with antibacterial spray between each use, and soiled nappies are placed in nappy bags in designated bins. Handwashing is a mandatory part of the routine, for both staff and children, before and after every change, reinforcing good hygiene habits and supporting children's understanding of self-care.

Facilities and Environment

Intimate care always takes place in the toilet area with children standing up where possible.

Staff should wear gloves and use tissue/wipes as required.

All nappies/pull-ups and wipes should be provided by families.

Gloves and nappy bags are provided by the school.

Nappies must be disposed of in a nappy disposal container.

All Nursery & Reception pupils must bring in a spare set of clothes from home to be kept on their peg at school. In addition, adequate spare underwear and trousers are available in EYFS at St. Paul's.

All supplies are stored hygienically and checked regularly by staff to ensure they remain well-stocked and safe to use.

Partnership with Parents

At St Paul's, we value strong, open communication with families and recognise the importance of working in partnership to support each child's care and development. As part of each child induction parents are asked to complete an intimate care consent form this helps us to ensure we fully understand and respect each child's individual needs.

Families are asked to provide nappies or pull-ups and wipes if they are required. These can be kept at school safely and separately for each child. The child's key person or a member of the EYFS team will communicate with parents if supplies need topping up.

All children in EYFS must have a full set of named spare clothes on their peg in a named bag. This is to support changed due to toileting and in case of wet clothes in play or to limit allergy risks if there has been a dairy spillage.

At St. Paul's each child's key person maintains regular communication with parents regarding their child's toileting progress, routines, and any concerns that may arise. Parents are kept fully informed of any accidents, skin sensitivities, or noticeable changes in their child's toileting behaviour, ensuring open communication and a shared understanding of their child's care and wellbeing.

Supporting children through the early stages of toilet training

We are committed to providing sensitive and respectful intimate care to support children in the early stages of toilet training. We follow the principles outlined in Warwickshire County Council's guidance, [WCCC-1090-184](#) ensuring that all children are treated with dignity and their individual needs are met through a consistent, child-centred approach. In line with ERIC, The Children's Bowel and Bladder Charity, [Potty training - ERIC](#) we adopt the evidence-based "Let's Go Potty" three-step approach—preparation, practice, and stopping nappies—to support children's development in a positive and empowering way.

Staff are trained to deliver intimate care safely and confidently, using appropriate hygiene procedures and protective equipment. We work in close partnership with parents and carers to ensure continuity between home and setting, respecting cultural preferences and individual routines. All intimate care is recorded, and safeguarding, confidentiality, and inclusion are upheld at all times.

Staff Practice

At St. Paul's we ensure that all staff involved in intimate care hold a current enhanced DBS and receive thorough induction alongside ongoing training in areas such as safeguarding, infection control, and respectful care practices. Nappy changing routines are recognised not only as essential care tasks but also as valuable opportunities to build trusting relationships, support emotional reassurance, and encourage language development through meaningful interactions. Staff are encouraged to reflect on their practice, share observations with colleagues, and contribute to a culture of continuous improvement. Where required particularly for children with medical needs or individual care plans staff seek specialist advice from health professionals or IDS specialist teachers and document care routines carefully to ensure consistency, transparency, and high-quality provision.

Toileting Accidents

Should a child have a toileting accident, a member of staff should will support them to change themselves, standing up or sitting down (as appropriate), encouraging them to remove their wet clothes, clean themselves and dress themselves, as much as possible. After every change, staff must record the time of change, reason for change and name of adult involved in the change using the Toileting Record Sheet. Parents will also be informed.

Procedures for nappy / pull up changing

Preparation

- Staff check the child's bag for personal items and ensure all supplies are ready.
- The changing area is cleaned and prepared before the child arrives.
- Staff greet the child warmly and explain what will happen.

During Changing

- Staff maintain a calm, reassuring tone and engage the child in conversation or play.
- Children are changed standing up as appropriate where possible. If this is not possible due to the physical needs of a child a Manual Handling Plan may need to be put in place as advised by external professionals.
- The child is never left unattended.
- Staff observe the child's skin for any signs of irritation or discomfort.

After Changing

- Waste is disposed of in a sealed bin.
- Changing mat and surfaces are cleaned and disinfected.
- Staff and child wash hands thoroughly.
- Records include time, staff member, and any observations (e.g., rash, loose stool).
- Any safeguarding concerns are reported immediately to a DSL using our safeguarding systems.

- Parents are informed of any incidents or changes in toileting behaviour.

Monitoring and Review

At St Paul's, we are committed to maintaining high standards in our intimate care practices through regular monitoring and review. This policy is formally reviewed on an annual basis, or sooner if there are updates to statutory guidance or best practice recommendations. Staff feedback is actively sought to help refine procedures and ensure they remain effective and responsive to the needs of the children. Observations and internal audits are carried out to check compliance, consistency, and quality across the setting. Any updates to the policy or procedures are clearly communicated to both staff and parents, ensuring transparency and shared understanding.