



# Lawn Primary and Nursery School

## Nappy Changing and Intimate Care Policy

**Policy owner** - DSL and EYFS Lead

### Procedure History

September 2021	Policy created
September 2023	Policy amended
July 2024	Details around storage of records added
November 2024	Policy updated with new legislation

### **Safeguarding and Welfare Requirement: Health**

**Providers must ensure there are suitable hygienic changing facilities for any children who are in nappies.**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2024) 'Keeping children safe in education 2024'

**Related policies:**

This policy should be read and used in conjunction with the following Policies and Procedures:

- First Aid Policy
- Safeguarding and Child Protection
- Complaints Policy
- Inclusion Policy
- Early Years Foundation Stage Policy
- Health and Safety Policy
- Staff Code of Conduct
- Whistleblowing Policy

**Policy statement**

Lawn Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people. We ensure that all staff responsible for the intimate care of children and young people will undertake their duties in a professional manner at all times. Intimate care is defined as:

- any care which involves washing,
- touching
- carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do,
- changing a child who has soiled themselves,
- providing oral care,

- feeding,
- assisting in toilet issues
- providing comfort to an upset or distressed pupil.

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. 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. Staff will work in close partnership with parents and carers to share information and provide continuity of care.

- It is generally expected that most children will be toilet trained and out of nappies before they begin in the reception classes at school. However, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.
- Permission is sought as children enter Early Years Foundation Stage (EYFS) and consent forms are kept on record.
- Records are stored in the following places
  - Saplings – Stored in the room
  - Bluebells – Stored in the locked cupboard
  - ASC/BC – Stored with Nursery Admin
  - Changing area (Disabled toilet) – Stored in safeguarding locked cupboard
  - Reception Toilets – Stored in reception classroom cupboard
  - First Aid Room – Stored with Office Admin
- Where a child has continuing incontinence (i.e. past nursery) parents are expected to continue to provide a complete set of spare clothes and ‘baby-wipes’.
- The school also keeps a stock of spare clothes in various sizes.
- EYFS staff have access to a private bathroom area with a toilet and hand basin with access to warm water.
- There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use, which they must do.

We aim to ensure every child is happy and comfortable at all times. The provision of personal care will always be deemed to be regulated activity regardless of frequency and whether they are supervised or not.

## **Procedures**

- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Each young child has their own bag with their own nappies or 'pull ups' and wipes.
- Gloves are put on before changing starts and the areas are prepared.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- They will be encouraged to wash their hands and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Staff are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and 'pull ups' are disposed of hygienically, bagged and put in the yellow clinical waste bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent to take home.

NB If young children are left in wet or soiled nappies / 'pull ups' in the setting this may constitute neglect and will be a disciplinary matter. Settings have a 'duty of care' towards children's personal needs.

- An appropriate level of supervision and assistance will be given to children, whilst encouraging independence when appropriate.
- Children will be treated with respect and dignity at all times.
- At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff telephones the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

## **Our approach to best practice for intimate care needs for pupils with special educational needs.**

- The management of all children with intimate care needs will be carefully planned.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.

- Staff will be supported to adapt their practice in relation to the needs of individual children, considering developmental changes such as the onset of puberty and menstruation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- Individual care plans will be drawn up for any pupil with special educational needs requiring regular intimate care. This will be discussed with the parent and completed by the school SENCO.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by two adults unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan
- The needs and wishes of the child and parents will be considered wherever possible, within the constraints of staffing and equal opportunities legislation.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day.
- This information should be treated as confidential and communicated in person, via telephone or by sealed letter.

Appendix 1

**Staff Declaration**  
**For Nappy Changing and Intimate Care**

Staff undertaking intimate care activities must understand the Nappy Changing and Intimate Care Policy Requirements and feel competent and confident to carry them out.

I confirm that I have read and understood the Nappy Changing and Intimate Care Policy.

I confirm that I feel competent and confident in carrying out Nappy Changing Duties and Intimate Care.

I have read and understood the Intimate Care Plans relevant for the specific SEND children in my care.

Name.....

Signed.....

Date.....

Position.....

## Appendix 2

### Record sheet for the delivery of Intimate Care

[illegible]

Appendix 3 **Consent form for the delivery of intimate care for Children with Special Educational Needs**

Name..... Class.....

Emergency Contact	1. Tel  2. Tel
Completed by	
Date completed	Date to be reviewed
Storage and accessibility of equipment	<ul style="list-style-type: none"> <li>It is the parent/carers responsibility to ensure the correct equipment is provided</li> <li>The equipment will be brought in daily by the parents/carers</li> <li>The Equipment will be stored.....</li> </ul>
Type of intimate care  Please give details of care to be given	
Words used by the child for intimate body parts	
Words used by practitioners for intimate body parts	
Name of practitioners to deliver care.	
Emergency	In case of any concerns, notes should be made on the record sheet and the supervisor and parent informed
Record keeping	When staff within the school carry out intimate care they will record and file in child's file

I/we the undersigned have read the policy for intimate care and give permission for staff at Lawn Primary and Nursery School to carry out the intimate care of my/our child.

Signed by person with parental responsibility.....

Relationship to child .....Date.....