



Intimate Care Procedures



Document and Version Control

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V1	September 2026		In line with new requirements

Section	Changes Made

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This policy has been equality impact assessed, and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality across Our Pride, Our Joy in line with The Fierté Multi-Academy Trust.

3.88 Providers must ensure there is an adequate number of toilets and hand basins available; 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; there is an adequate supply of clean bedding, towels, spare clothes and any other necessary item. (Early Years Foundation Stage Framework 2026)

Personal care and nappy changing

Everyday moments make the best of routine opportunities to promote security, communication, exploration, and learning. Children's privacy is always maintained during nappy changing and toileting, whilst balanced with safeguarding considerations.

Nappy changing and intimate care routines and expectations.

- All children are changed within sight or hearing of other staff, whilst always maintaining the child's dignity and privacy. Nappy changing is always conducted in a designated area.
- Nappy changing areas are warm; there are no bright lights shining down in children's eyes.
- There are pictures to interest the child available in the area such as nursery rhyme pictures to choose and sing together.
- Parents always supply wipes and nappies for their child.
- Members of staff wear an apron before changing starts and the area is prepared. Gloves are always worn when changing a nappy.
- All staff ensure that nappy changing is a relaxed and a happy time when the adult will promote the child's independence at a stage appropriate level.
- All staff ensure correct supervision of a child not only when getting on and off the changing table, but also when the child is lying down.
- Adults are always calm and gentle when changing; they allow time for communicating with the child, for 'rituals' that the child enjoys, such as singing.

- Adults never make inappropriate comments about the child's genitals, or contents of the nappy, nor attempt to pull back a boy's foreskin to clean unless there is a genuine need to do so for hygiene purposes.
- If children refuse to lie down for a nappy change, they can be changed whilst standing up, providing it is safe and still possible to clean them effectively.
- Wipes are used to clean the child. Where cultural practices involve children being washed and dried with towels, staff aim to make reasonable adjustments to achieve the desired results in consultation with the child's parents/carers. Where this is not possible it is explained to parents/carers the reasons why.
- Children are never left in wet or soiled nappies/pull-ups in the setting; this may constitute neglect and will be a disciplinary matter.
- Adults will inform parents/carers if the child passed a stool and if there was anything unusual about it e.g. hard and shiny, soft, and runny or an unusual colour.
- Exceptionally soft, watery stools are signs of diarrhoea; strict hygiene needs to be carried out in cleaning the changing area to prevent spread of infection. The parent/carer should be called to inform them as they may be required to collect their child.
- If a child has any soreness parents may request the use of nappy cream, which if medicated nappy cream is used, this must be recorded as per the procedure for the Administration of medicine.

Older Children

- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- They are encouraged to wash their hands and have soap and paper towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Older children use the toilet when needed and are encouraged to be independent.
- Members of staff do not wipe older children's bottoms unless there is a genuine need for support. Gloves should be worn in this instance.

- Parents/carers are encouraged to provide enough changes of clothes for 'accidents' when children are potty training.
- If spare clothes are kept by the setting, they are 'gender neutral' i.e. neutral colours, and are clean, in good condition and are in a range of appropriate sizes.