



Kirkby and Great Broughton School

Nappy changing and personal care policy

September 2026

Kirkby and Great Broughton School

Intimate Care Policy – Nursery and Reception

1. Purpose

At Kirkby and Great Broughton School, we recognise that young children develop independence with personal and intimate care at different rates. Children attending Nursery may require regular support with toileting and nappy changing, while most children entering Reception will be toilet independent. However, some Reception children may continue to require nappies, pull-ups or support with toileting, and children who are normally independent may occasionally have an accident.

The purpose of this policy is to ensure that all children receive appropriate, respectful and safe support with intimate care while maintaining their dignity, privacy and safeguarding at all times.

Intimate care may include:

- nappy changing;
- supporting a child who has had a toileting accident;
- helping a child to clean themselves after soiling;
- supporting a child with toileting or changing clothes;
- assisting children who are not yet fully toilet independent;
- supporting children with additional or medical needs relating to continence;
- helping children to develop greater independence with personal care.

This policy applies to children attending both Nursery and Reception.

2. Principles

All children have the right to:

- be treated with dignity and respect;
- have their privacy protected appropriately;
- receive sensitive and compassionate support;
- be encouraged to develop independence in personal care;
- have their individual needs and circumstances taken into account;
- receive intimate care without embarrassment, shame or discrimination.

A child who has a toileting accident will be reassured that accidents happen and will be supported in a calm and matter-of-fact way. Intimate care will never be used as a punishment or as a reason to shame or embarrass a child.

3. Toileting and supporting children who soil themselves

Children develop toileting independence at different rates. Nursery children may require regular support with toileting, while Reception children will generally be expected to manage their own toileting independently. However, staff recognise that some Reception children may still require assistance or may occasionally soil themselves.

Where a child soils themselves:

1. The child will be reassured and spoken to calmly and respectfully.
2. The child will be taken to the designated toilet/changing area.
3. The child will be encouraged to clean and change themselves as far as they are able to do so.
4. Where the child is unable to clean themselves adequately, an appropriate member of staff will provide the minimum assistance necessary.
5. Staff will protect the child's dignity and privacy throughout the process.
6. The child will be supported to put on clean clothing where required.
7. Soiled clothing will be placed in a suitable bag and returned to parents/carers.
8. The child will wash their hands thoroughly after using the toilet and after receiving intimate care.
9. The toilet/changing area and any contaminated surfaces will be cleaned appropriately.
10. Parents/carers will be informed where appropriate, particularly where an accident is unusual, repeated or forms part of an ongoing concern.

Children will not be made to feel that they have done something wrong because they have had a toileting accident.

4. Nappy changing

Some children in Nursery may require regular nappy changing as part of their normal care routine. Some children in Reception may also require nappies or pull-ups because of their age, stage of development, medical needs, disability or individual circumstances.

The school will support children who require nappies sensitively and respectfully, recognising that children develop toileting independence at different rates. Children's personal care needs will be responded to promptly and according to individual need rather than fixed timings.

Nappy changing will:

- take place in the designated changing/toileting area;
- be carried out by an appropriate member of staff who is familiar with the school's intimate care and safeguarding procedures;
- be carried out in a calm, respectful and unhurried manner;
- maintain the child's dignity and privacy at all times;
- encourage the child to participate in the process as much as they are able;
- involve only the level of physical assistance that is necessary;
- follow appropriate hygiene and infection-control procedures.

Staff will explain to the child what they are doing and, where developmentally appropriate, encourage the child to communicate their needs and preferences.

Parents/carers should provide a sufficient supply of nappies or pull-ups, wipes and spare clothing, clearly labelled with the child's name. The school will inform parents/carers when supplies are running low.

Staff will use disposable gloves and any other appropriate PPE when changing nappies and will wash their hands thoroughly before and after changing. Used nappies will be disposed of safely in accordance with the school's hygiene and waste procedures. The changing area will be cleaned appropriately after use.

Staff will be alert to any changes in the child's skin, physical condition or behaviour. Where a concern is identified, this will be communicated to parents/carers and, where appropriate, reported to the DSL or relevant member of staff.

Where a child requires regular nappy changing, the school will work in partnership with parents/carers to establish an appropriate individual care plan where necessary. This will take account of the child's needs, routines, medical information and any additional support required.

As children develop, staff will work positively with parents/carers to encourage and support progress towards toileting independence. Children will never be shamed, pressured or made to feel uncomfortable because they require nappies or support with toileting.

5. Promoting independence

Staff will always encourage children to do as much as they can for themselves, taking account of their age, stage of development and individual needs. In Nursery, staff will provide the level of support required while gradually encouraging children to participate in their own personal care routines. In Reception, staff will generally encourage children to manage their own toileting independently. However, staff will provide appropriate assistance when a child is unable to manage independently, including following a toileting accident.

Children may be encouraged to:

- remove and put on their own clothing;
- wipe themselves where developmentally appropriate;
- dispose of toilet paper appropriately;
- flush the toilet;
- wash and dry their hands;
- place wet or soiled clothing into a designated bag;
- communicate when they need help.

The aim is to support children to become increasingly independent rather than creating unnecessary dependence on adults.

6. Privacy and safeguarding

Staff must balance the child's right to privacy with the need to safeguard the child and ensure that appropriate support is provided.

Where intimate care is required, staff should:

- use the designated toilet/changing area where possible;
- explain to the child what they are going to do before providing assistance;
- encourage the child to participate as much as possible;
- maintain professional boundaries at all times;
- avoid unnecessary physical contact;
- ensure that the child is not left in a distressed or vulnerable situation;
- report any safeguarding concern or unusual observation to the Designated Safeguarding Lead (DSL).

Children should not be routinely changed or cleaned in an open classroom where this would compromise their dignity or privacy.

Privacy arrangements must not prevent appropriate safeguarding or accountability.

7. Staffing

Staff providing intimate care must be appropriately trained and understand the school's safeguarding expectations.

Where possible, intimate care should be provided by a familiar member of staff.

The school will ensure that staff understand:

- the procedures for supporting children with intimate care;
- appropriate hygiene procedures;
- safeguarding and professional boundaries;
- the importance of maintaining children's dignity;
- how and when to report concerns.

Where a child's individual needs require regular intimate care, the school will discuss this with parents/carers and, where appropriate, agree an individual intimate care or toileting plan.

8. Hygiene and infection control

The school will follow current health protection and infection-control guidance.

Staff supporting a child with intimate care will:

- wash their hands thoroughly before and after providing care;
- use disposable gloves and other appropriate PPE where there is a risk of contact with bodily fluids;
- dispose of waste safely;
- ensure contaminated areas are cleaned appropriately;
- follow the school's infection-control and cleaning procedures.

Children will be encouraged and supported to wash their hands thoroughly after using the toilet and after an accident or nappy change.

9. Clothing and spare clothes

Parents/carers of children in Nursery and Reception will be encouraged to provide a named change of clothing for their child.

Where a child has an accident:

- clean spare clothing will be provided where available;
- soiled clothing will be placed in a suitable sealed or tied bag;
- the child will be supported to change as independently as possible;
- parents/carers will be informed where appropriate.

Staff will never leave a child in wet or soiled clothing because they are embarrassed to ask for help.

10. Children with additional needs

Some children may require additional support with toileting or intimate care because of developmental, medical, physical, sensory or special educational needs.

The school will work in partnership with parents/carers and relevant professionals to understand the child's needs and establish appropriate arrangements.

Where regular or more significant intimate care is required, an individual plan may be developed which identifies:

- the child's needs;
- the level of assistance required;
- who will provide the care;
- appropriate hygiene arrangements;
- communication with parents/carers;
- any relevant medical information;
- safeguarding considerations;
- arrangements for reviewing the plan.

The child's views and wishes will be considered wherever developmentally appropriate.

11. Communication with parents/carers

The school will work positively with parents/carers to support children's toileting and personal-care development.

Parents/carers should inform the school of:

- relevant medical or developmental needs;
- continence difficulties;
- significant changes in toileting;
- prescribed creams or medication where relevant;
- any other information that may help staff support the child appropriately.

Staff will communicate sensitively with parents/carers following repeated accidents or where there is a significant change in a child's toileting pattern.

12. Safeguarding concerns

Intimate care must always be carried out in accordance with the school's Child Protection and Safeguarding Policy.

Staff must report concerns to the DSL if:

- a child makes a disclosure during intimate care;
- a child becomes unusually distressed or fearful;
- an injury, mark or unexplained physical concern is noticed;
- a child makes an allegation about an adult;
- there is a concern about inappropriate behaviour by another person;
- staff have any other concern that a child's welfare may be at risk.

Staff must not investigate or question a child unnecessarily. Concerns should be reported through the school's established safeguarding procedures.

13. Record keeping

Routine, isolated toileting accidents or nappy changes do not require a detailed safeguarding record.

However, staff should record and/or report where:

- accidents are unusually frequent or represent a significant change;
- a child requires regular intimate care;
- there is a medical or developmental concern;
- an injury or safeguarding concern is identified;
- parents/carers need to be contacted because of a significant concern;
- an incident forms part of an agreed individual intimate-care plan.

Records must be factual, objective and stored in accordance with the school's information-management and safeguarding procedures.

14. Staff conduct and professional boundaries

Staff must maintain professional boundaries when providing intimate care.

They must:

- treat children respectfully;
- use appropriate language;
- explain what they are doing;
- provide only the assistance required;
- maintain the child's dignity;
- follow safeguarding procedures;
- report any concern about practice.

Any concern about the conduct of a member of staff during intimate care must be reported in accordance with the school's safeguarding and allegations procedures.

15. Review

This policy will be reviewed annually, or sooner if there are changes to statutory guidance, safeguarding procedures, health guidance or the needs of children attending Nursery or Reception.

Useful websites/documents	Managing the Health care Needs of Children and Young People (NYCC document)
---------------------------	---

Signed:	Emma McCormick
Date:	
Review Date:	September 2027