



ST. THOMAS MORE CATHOLIC PRIMARY SCHOOL

INTIMATE CARE, NAPPY CHANGING AND HYGIENE POLICY

MISSION STATEMENT

I have come so that they may have life and have it to the full - John 10:10

As a Catholic school, God is at the heart of all we do. We believe that each person is made in His image, deserving to be treated with respect and dignity.

Showing respect, love and care for everyone and everything, we aim to develop harmony between pupils, parents, the school and Parish and grow as a Christian community.

We aim to embed the virtues in every child to believe in themselves to be the best that they can be and leave school as well-rounded individuals who care about themselves, others, and the world.

This policy must be read in conjunction with the Early Years Foundation Stage Policy Nutrition Guidance, Medical Needs Policy, First Aid Policy, Safeguarding Policy and the Preschool/Nursery Policy

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Date ratified by the Governing Body: January 2026

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This Intimate Care, Nappy Changing and Hygiene Policy sets out how personal care is provided safely, respectfully, and consistently for children attending the Preschool and Nursery provision within the school. The policy ensures that children's dignity, privacy, wellbeing, and safeguarding are central to all practice and that staff are protected by clear guidance and procedures.

Personal care includes toileting, nappy changing, changing clothes following accidents, support with hygiene, and any other care tasks of an intimate nature.

This policy reflects statutory requirements and guidance, including:

- The Early Years Foundation Stage (EYFS) Statutory Framework
- Keeping Children Safe in Education (DfE)
- Working Together to Safeguard Children (DfE)
- The Equality Act 2010
- Health and Safety at Work Act 1974
- Public Health England (PHE) guidance on infection control
- The Children Act 1989 and 2004

Aims

The aims of this policy are to:

- Safeguard the welfare and dignity of all children.
- Ensure intimate care is provided respectfully and consistently.
- Promote children's independence and self-care skills
- Ensure staff follow safe, hygienic, and professional procedures
- Protect staff by providing clear expectations and guidance.
- Ensure equality of access to care, play and learning.
- Work in partnership with parents and carers

Scope of the Policy

This policy applies to:

- Preschool children (3–4 years)
- Nursery children, including 2-year-olds.
- All staff, students and volunteers involved in personal or intimate care.

Definition of Personal and Intimate Care

Personal care can be defined as care tasks of an intimate nature associated with bodily functions which demand direct or indirect contact with, or exposure of, the genitals. This includes:

- Nappy changing
- Support with toileting and wiping
- Managing toileting accidents
- Changing clothes
- Supporting personal hygiene

Children's dignity will always be preserved, and an elevated level of privacy, choice and control will be provided. Care will be child-centred, age-appropriate, and respectful.

Equality and Inclusion

Children and their families will not be excluded or treated less favourably because of personal care needs, including:

- Wearing nappies
- Being toilet trained
- Having occasional accidents
- Requiring ongoing personal care support

In line with the Equality Act 2010, reasonable adjustments will be made to ensure every child can fully access care, play and learning experiences. Individual needs will be planned for in partnership with parents/carers.

Staffing and Facilities

- Two members of staff the Preschool provision.
- Additional staff support the 2-year-old provision.
- There are two single, child-friendly toilet cubicles.

Intimate care will be conducted by known, trusted members of staff wherever possible. Staff will always maintain professional boundaries and follow safeguarding procedures.

Safeguarding and Child Protection

The school's Safeguarding and Child Protection Policy underpin all intimate care procedures.

- If a member of staff has concerns about physical changes in a child's presentation (e.g. marks, bruises, redness, or soreness), this must be reported immediately to the Designated Safeguarding Lead.
- Concerns will be recorded and procedures followed in line with the Child Protection Policy and statutory guidance.
- Intimate care will never be conducted in a way that could be misinterpreted.
- Staff must not take photographs or use mobile devices during intimate care routines.

Principles of Intimate Care Practice

All personal and intimate care will be:

- Respectful and dignified
- Conducted with the child's consent and understanding
- Sensitive to cultural, religious, and individual needs
- Consistent and predictable
- Focused on promoting independence

Children will be reassured throughout and encouraged to participate as appropriate.

Nappy Changing Procedures

Parental Responsibilities

- Parents must provide written permission for staff to apply barrier creams, where required.
- Parents will supply nappies, wipes and creams appropriate to their child.
- Parents must provide a change of clothes, particularly for children undergoing toilet training.

Staff Procedures

All staff must follow the procedures below:

- Wash hands thoroughly before commencing the routine.
- Wear appropriate PPE (gloves and aprons).
- Ensure all required materials are prepared in advance.
- Never leave a child unattended on changing equipment.
- Place all soiled nappies in a nappy sack before disposal in the nappy bin.
- Remove PPE immediately after use and dispose of safely.
- Wash hands thoroughly after every nappy change.
- Clean and disinfect the changing mat after each use.

These procedures support infection control and comply with health and safety guidance.

Toileting and Toilet Training

Toilet Training

Staff are experienced in supporting parents to decide when a child is developmentally ready for toilet training. This will be approached in partnership with parents and in line with the child's individual needs.

Toileting Support

- Toilets are child-sized and accessible.
- Children are encouraged to use the toilet independently where appropriate.
- Staff will provide support sensitively when required, including help with clothing and wiping.
- Children will never be rushed or pressured.

Hygiene

- All children will wash their hands after using the toilet.
- Staff will model and support effective handwashing.
- Handwashing routines are used as learning opportunities to promote health and self-care.

Managing Toileting Accidents

- Accidents will be managed calmly and discreetly.
- Children will be reassured and supported to change into clean clothing.
- Soiled clothes will be placed in a sealed bag and sent home.
- Staff will encourage children's independence during changing where appropriate.

Individual Intimate Care Plans

Children requiring regular or ongoing personal care support will have an Individual Intimate Care Plan.

- Plans will be agreed with parents/carers.
- Plans will include hygiene needs, medical considerations, and strategies to promote independence.
- Plans will be reviewed regularly and updated as required.

Training and Support for Staff

- Staff will receive training in safeguarding, hygiene, infection control and
- New staff, students, and volunteers will be informed of this policy as part of induction.

Partnership with Parents and Carers

The Preschool/Nursery values open communication with parents/carers.

- Parents will be informed about toileting routines and expectations.
- Any changes in a child's needs should be shared promptly.
- Parents will be informed sensitively of accidents or concerns.

Monitoring and Review

This policy will be:

- Reviewed annually
- Updated in line with changes to legislation or statutory guidance

Related Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour Policy
- Equality and Inclusion Policy
- EYFS Policy
- Preschool/Nursery Policy