

Churchfield Church School and Nursery

Care, Believe, Transform



Approved by: LGB

Date:

Next review due by:

Author: Laura Eryilmaz

Churchfield Church School & Nursery Toileting & Intimate Care Policy

Churchfield Church School and Nursery

Care, Believe, Transform

Churchfield Church School & Nursery Toileting & Intimate Care Policy

All children at Churchfield Church School and Nursery have the right to be safe and to be treated with dignity, respect and privacy at all times, enabling them to access all aspects of school life. This policy sets out how intimate care is provided in a safe, respectful and child-centred manner that promotes children's wellbeing while ensuring their privacy is appropriately balanced with safeguarding requirements.

Intimate care is an essential part of meeting a child's basic needs. In line with the Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements and Keeping Children Safe in Education, staff recognise that intimate care routines provide important opportunities to support children's wellbeing, dignity, independence and safety. Intimate care will be provided discreetly, sensitively and in a child-centred manner, with staff remaining vigilant to safeguarding concerns and reporting these in accordance with school procedures.

This policy should be read alongside the school's:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Supporting Children with Medical Conditions Policy
- Behaviour Policy
- SEND Policy
- Staff Code of Conduct
- Whistleblowing Policy

Definition of Intimate Care

Intimate care may be defined as any activity required to meet the personal care needs of an individual child. It may occur on a regular basis or during a one-off incident.

This may include:

- Changing nappies, pull-ups, continence pads or sanitary wear.
- Supporting a child to use the toilet.
- Cleaning and washing intimate areas.
- Changing soiled clothing.
- Dressing and undressing.
- Applying prescribed creams with parental consent.
- Supporting personal hygiene routines.
- Applying sunscreen.
- Administering certain forms of medical care where appropriate training has been undertaken.
- Washing non-intimate body parts and supporting personal care routines.

At times children may require physical reassurance, comfort and support from trusted adults. Staff will provide this appropriately, sensitively and professionally at all times.

Principles

Churchfield Church School and Nursery is committed to ensuring:

- Every child has the right to be safe.

Churchfield Church School and Nursery

Care, Believe, Transform

- Every child has the right to privacy.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be valued as an individual.
- Every child has the right to be involved in decisions about their own care whenever appropriate.
- Children's views and wishes are listened to and respected.
- Intimate care is provided consistently and sensitively.
- Children are encouraged to develop independence appropriate to their age and stage of development.
- Reasonable adjustments are made for children with disabilities or SEND in accordance with the Equality Act 2010.

Partnership with Parents/Carers

The school works closely with parents and carers to ensure that intimate care arrangements meet each child's individual needs.

Parents will be informed of the school's intimate care arrangements when their child joins the setting. Where regular intimate care is required, an individual care or toileting plan will be agreed in partnership with parents and reviewed regularly.

Individual plans will identify:

- The care required.
- The child's level of independence.
- Preferred methods of communication.
- Agreed terminology for body parts and bodily functions.
- Any medical, cultural or religious considerations.
- Equipment required.
- Staffing arrangements where necessary.
- Any specialist training requirements.
- Review dates and monitoring arrangements.

Parents will be asked to provide:

- Nappies or pull-ups.
- Wipes.
- Nappy sacks.
- Prescribed creams.
- Spare underwear.
- Spare clothing and footwear.

Promoting Children's Independence

Children are encouraged and supported to undertake aspects of personal care independently whenever appropriate for their age, stage of development and individual needs.

Staff will:

Churchfield Church School and Nursery

Care, Believe, Transform

- Explain what is happening before and during intimate care routines.
- Seek the child's agreement and cooperation wherever possible.
- Respect verbal and non-verbal communication.
- Encourage children to participate in their own care.
- Support toilet learning positively and without pressure.
- Praise children's efforts and achievements.

Expectations Regarding Toileting

The school expects that most children will be toilet trained before entering Reception. However, staff recognise that children may have accidents, medical needs, developmental delays or SEND which may require ongoing support.

Children requiring ongoing support will have an individual toileting plan developed in partnership with parents and relevant professionals where appropriate.

Intimate Care Environment

The school will ensure that toileting and changing facilities:

- Provide suitable levels of privacy.
- Allow appropriate safeguarding oversight.
- Remain safe, hygienic and fit for purpose.
- Support children's independence.
- Minimise infection risks and cross-contamination.
- Respect children's dignity whilst maintaining effective supervision.

The design of Churchfield's toilet and changing areas aims to provide both safeguarding visibility and appropriate discretion for children.

Staff Responsibilities and Training

All staff involved in intimate care must:

- Hold appropriate safeguarding and suitability checks, including an Enhanced DBS check.
- Complete safeguarding training.
- Understand child protection procedures.
- Receive appropriate induction and ongoing training.
- Follow school policies and procedures at all times.
-

Training may include:

- Intimate care procedures.
- Infection prevention and control.
- Paediatric first aid.
- Medical needs support.
- SEND-specific care arrangements.
- Safeguarding and child protection.

Routine intimate care will normally be undertaken by one trained member of staff. A second member of staff may be present where an individual risk assessment, medical need or safeguarding concern requires additional support.

Churchfield Church School and Nursery

Care, Believe, Transform

Nappy Changing and Toileting Procedures

Staff will:

- Prepare the changing area before use.
- Wash hands and wear appropriate personal protective equipment.
- Use gloves for all nappy changes and aprons when required.
- Never leave a child unattended on a changing mat or changing unit.
- Explain the process to the child throughout.
- Support standing changes where appropriate to encourage independence.
- Clean children appropriately and sensitively.
- Apply prescribed creams with parental consent. (log when applied)
- Encourage handwashing afterwards.
- Dispose of nappies hygienically.
- Clean and sanitise equipment and surfaces after use.

For hygiene purposes:

- Girls will always be cleaned from front to back.
- All cleaning will be carried out gently and respectfully.
- Children who have soiled to be cleaned on a changing mat to ensure thorough cleaning.
- Staff will maintain children's dignity and emotional wellbeing at all times.

Young children will be supported to become familiar with toileting routines in a calm, relaxed and positive way that promotes confidence and self-esteem.

Hygiene and Infection Control

All intimate care routines will follow the school's health, safety and infection control procedures.

Staff will:

- Wash and dry hands before and after procedures.
- Wear gloves and aprons when appropriate.
- Dispose of waste safely.
- Maintain clean changing facilities.
- Clean and disinfect equipment after use.
- Prevent cross-contamination.

Urine, faeces, blood and vomit will be cleaned immediately and disposed of safely. Soiled clothing will be bagged and sent home and will not be rinsed by staff.

Safeguarding

Safeguarding remains paramount during intimate care routines. Staff will follow procedures in accordance with the Somerset Safeguarding Children Partnership and the school's safeguarding policy.

If staff observe:

- Unusual marks.

Churchfield Church School and Nursery

Care, Believe, Transform

- Bruising.
- Soreness.
- Changes in presentation.
- Distress.
- Disclosures made by a child.

They will immediately report concerns to the Designated Safeguarding Lead (DSL) and record them using CPOMS in line with safeguarding procedures.

Children who express discomfort about receiving support from a particular member of staff will be listened to, and concerns will be investigated appropriately.

If a child makes an allegation against a member of staff, the school's safeguarding procedures will be followed immediately.

Record Keeping

Staff will record intimate care routines on Famly where appropriate. Records may include:

- Nappy changes.
- Toileting accidents.
- Ongoing care requirements.
- Medical needs.
- Significant concerns or incidents.
- Communication requested by parents.

Records will be maintained securely in accordance with data protection requirements and school record-retention procedures.

Educational Visits and Off-Site Activities

Children requiring intimate care will continue to receive appropriate support during educational visits and off-site activities.

Staff will ensure:

- Required supplies are available.
- Appropriate facilities are identified.
- Individual needs are considered within risk assessments.
- Children's dignity and privacy continue to be maintained.

Duty of Care

Children must not be left in wet or soiled nappies or clothing. Staff have a duty of care to respond promptly to children's personal care needs and to take all practicable steps to protect health, wellbeing and dignity.

Where a child refuses support, staff will respond sensitively and inform parents as appropriate. If a child remains heavily soiled or wet and refuses support, senior leaders will assess the situation and parents may be contacted to assist where necessary.

Whistleblowing

Churchfield Church School and Nursery

Care, Believe, Transform

The school operates a Whistleblowing Policy that enables staff to raise concerns regarding unsafe practice, safeguarding issues or the conduct of colleagues. Staff are expected to report concerns immediately and will be supported in doing so.

Positive Behaviour Support

Positive Behaviour Support

Staff will use positive behaviour support and de-escalation strategies during intimate care routines. Physical intervention will only be used where lawful, proportionate, necessary and consistent with the school's Behaviour Policy.

Monitoring and Quality Assurance

The leadership team will regularly monitor and review intimate care practice through:

- Observations
- Audits
- Record checks
- Staff supervision
- Training reviews
- Safeguarding monitoring.

This ensures that procedures remain effective, safe and responsive to children's needs.

Review

This policy will be reviewed annually or sooner if legislation, safeguarding guidance, local procedures or school practice changes.

Churchfield Church School & Nursery is committed to ensuring that all intimate care is delivered safely, respectfully and compassionately, placing the child's dignity, wellbeing and safeguarding at the centre of all practice.

Churchfield Church School and Nursery

Care, Believe, Transform

Nappy Changing Procedures

- Changing areas are warm and there are safe areas to lay a child down if they need to have their areas cleaned.
- Gloves are used for all nappy changes and the use of aprons for changing a soiled nappy, these are put on before changing starts and the areas are prepared. The area is sanitised before use.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Young children are encouraged to take an interest in using the toilet in a way that feels safe, relaxed, and positive. They may simply want to sit on the toilet to become familiar with the routine and environment. We ensure that toileting is a calm and supportive experience, helping children build independence, confidence, and self-esteem as part of their personal development.
- Place the child on a clean changing mat or support them standing if appropriate. (never leave a child unsupervised whilst on a changing mat/table) for girls: always wipe from front to back to prevent the spread of bacteria and for boys: ensure all creases and folds are cleaned gently.
- Apply cream if required (with parental consent) and place a fresh nappy back on the child.

They should be encouraged and supported to wash their hands with soap and use paper towels to dry their hands. They should be allowed time for some play as they explore the water and the soap.

- All staff approach nappy changing with sensitivity and respect, ensuring the experience is calm and positive for each child. They avoid making negative or inappropriate comments and maintain a gentle, reassuring manner throughout, upholding each child's dignity and emotional wellbeing.
- Children who are progressing through the toileting stages are supported with sensitive and respectful intimate care, often while standing to promote independence and comfort. Practitioners remain mindful of using a changing mat when appropriate, ensuring hygiene and safety are maintained at all times.
- Any soiled nappies or pull ups are bagged and disposed of in the nappy bin.
- The changing area is sanitised after use.
All staff will protect children's privacy and keep other children in sight and / or hearing while changing nappies and taking children to the toilet
- All staff will protect children's privacy with effective safeguarding during intimate care routines such as nappy changing and toileting. Staff will demonstrate how children's dignity is respected while ensuring appropriate levels of supervision to keep them safe.
- At Churchfield, our early years toilet cubicles, nappy change units and washroom layouts are carefully designed to support both visibility and discretion. Our nursery

Churchfield Church School and Nursery

Care, Believe, Transform

washroom complies with safeguarding guidance without compromising on comfort or privacy.

Record Keeping

Staff will record intimate care routines on Family on the child's profile. This not only informs the parents of frequency of care but also allows the nursery to identify patterns of soiling and to keep parents informed if children are unwell.

Duty of Care

Children should not be left in wet or soiled nappies. Settings have a 'duty of care' towards children's personal needs. Children should be changed frequently or as soon as is practicable. If a child usually requires nappy changes, it is essential that their needs are considered on trips away from school and required equipment is always available; when a child is taken out of school on a school trip, the accompanying members of staff will take spare clothes and nappy changing items in case of need.

If a child is refusing help or to be changed, the nursery will inform the parents of this as soon as possible or at the end of the day depending on what is appropriate. Where a child has been heavily soiled or wet for a period of time (Time will vary depending on situation, senior staff to assess individual circumstance) and has refused others to support parents will be called to support the changing where possible to prevent sores or infection. All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.