



St John's Preschool – Policies and Procedures

Intimate Care and Nappy Changing Policy

Statutory Framework Alignment: Early Years Foundation Stage (EYFS) Statutory Framework (effective September 2025) **Review Date:** 1st September 2026

Date Effective: 1st September 2025

1. Policy Statement and Principles

St Johns Preschool is committed to providing sensitive, safe, and hygienic intimate care for all children, ensuring their welfare, dignity, and privacy are always respected, in line with the EYFS requirements.

We believe that intimate care is a positive opportunity for key persons to build strong attachments, support independence, and promote children's understanding of their own bodies.

Key Principles:

1. **Dignity and Privacy:** Every child is treated with respect. Privacy is considered and balanced with safeguarding requirements.
2. **Safeguarding:** All procedures protect both the child and the practitioner from harm or allegations.
3. **Inclusion:** No child will be refused admission or discriminated against due to a delay in achieving continence, disability, or additional needs. Reasonable adjustments will be made.
4. **Key Person Approach:** Wherever possible, intimate care is performed by the child's Key Person, or a familiar member of staff, to ensure consistency and emotional security.



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2. Scope and Definition of Intimate Care

Intimate Care is defined as any task that involves washing, touching, or helping a child with activities related to bodily functions and personal hygiene that involve direct or indirect contact with, or exposure of, intimate personal areas.

This includes:

- Nappy or pull-up changing (wet or soiled).
- Cleaning a child following a toileting accident.
- Assisting a child with wiping/cleaning themselves when they are not fully independent.

3. Procedure: Intimate Care (Nappy Changing & Accidents)

A. Environment and Preparation

1. **Designated Area:** Intimate care is always carried out in the designated changing area, which must be clean, safe, and well-maintained with suitable ventilation.
2. **Equipment:** Staff must gather all necessary supplies before beginning the change, including: a clean changing mat/sheet/roll, disposable gloves, disposable apron, wipes, a clean nappy/pull-up/underwear, barrier cream (if parental consent is given), and nappy sacks/bags.
3. **Supervision and Privacy (EYFS 2025 Update):**
 - a. The member of staff will inform a nearby colleague that they are entering the changing area with a child.
 - b. The changing area door will be kept **ajar or unlocked** (never locked) to ensure visibility or quick access by a colleague, ensuring **safeguarding is balanced with the child's privacy**.
 - c. Only one child is to be changed at a time in the designated area unless multiple, separated units are in use and staffing ratios allow.



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4. **Communication:** The practitioner will talk to the child throughout the process, explaining what they are doing in a calm, encouraging, and reassuring manner, promoting body awareness and independence.

B. The Changing Process

1. **Hygiene Start:** The practitioner will wash their hands, dry them, and put on a fresh pair of disposable gloves *before* beginning the task.
2. **Changing:** The child is placed safely on the changing surface. The practitioner will gently remove the soiled clothing/nappy.
3. **Cleaning:** The genital area will always be wiped from **front to back**. Only wipes provided by the parent/carer or those approved by the setting are used.
4. **Nappy Cream:** Barrier cream is only applied if parental/carer consent is explicitly provided on the child's enrolment form or in writing by the parent. A new pair of gloves must be used to apply the cream to avoid cross-contamination.
5. **Disposal:** Soiled nappies, wipes, and gloves, are immediately bagged in a nappy sack and placed in the designated, nappy waste bin. Soiled clothing is double-bagged and sealed to be sent home with the parent/carer.
6. **Never Left Unattended:** A child is never left unattended on the changing mat or unit.

C. Hygiene End

1. The practitioner will help the child wash and dry their hands immediately.
2. The practitioner will remove their gloves and immediately dispose of them.
3. The practitioner will thoroughly clean the changing mat with anti-bacterial spray and dry it with a disposable paper towel between *every single use*.
4. The practitioner will wash and dry their hands thoroughly.



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4. Safeguarding and Record Keeping

A. Staff Conduct and Reporting

1. **Dignity and Respect:** Staff must maintain a professional and respectful attitude at all times, avoiding any negative comments or facial expressions regarding bodily functions or products.
2. **Encouraging Independence:** Children are consistently encouraged to develop their self-care skills, such as undressing, assisting with cleaning, and hand washing, appropriate to their age and stage of development.
3. **Physical Changes/Concerns:** If a practitioner notices any marks, bruises, rashes, or soreness on the child's body, or if the child becomes distressed or resistant to care, they **must immediately stop the procedure** (if safe to do so) and report the observation/incident to the Designated Safeguarding Lead (DSL) or Deputy DSL. (Emily Spurr DSL, Carlie Hetherington Deputy DSL)
4. **Allegations:** Any concerns or allegations made by a child or parent regarding intimate care will be investigated immediately under the setting's full Safeguarding and Child Protection Policy. (See Safeguarding children, young people and vulnerable adults' policy)

B. Record Keeping

1. All nappy changes and toileting accidents must be logged immediately on the daily record board.
2. The log must include:
 - a. Time of the change.
 - b. Content (Wet, Soiled/BM, or Dry).
 - c. Staff member's initials.
 - d. Any creams applied.
 - e. Any associated observations (e.g., nappy rash, unusual bowel movements, distress).



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5. Partnership with Parents/Carers

1. **Consent and Information:** Parents/carers must give signed consent for intimate care and application of creams upon registration.
2. **Daily Feedback:** Parents/carers are informed of all intimate care tasks performed each day and are given details of any observations recorded (e.g., soreness, changes in routine).
3. **Toilet Training:** The setting works collaboratively with parents/carers to support toilet training. We aim for consistency between home and the setting and use positive, encouraging language. The child will be supported in using pull-ups or underwear as determined by the agreed care plan.
4. **Care Plans:** For children requiring regular or complex intimate care (e.g., due to medical or additional needs), a detailed Individual Intimate Care Plan must be completed with the parents/carers, outlining:
 - a. Specific care requirements and frequency.
 - b. Preferred terminology for body parts/functions.
 - c. Number of staff required (if more than one, the reason must be documented).
 - d. Any cultural or religious sensitivities.

6. Training and Monitoring

All staff members who provide intimate care must have up-to-date Safeguarding training and be familiar with the contents of this policy. The DSL will regularly monitor the implementation of this policy and review the changing facilities and equipment to ensure compliance with hygiene and safety standards.



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This policy was adopted by	St Johns Preschool
On	<u>1.09.2025</u>
Date to be reviewed	<u>1.09.2026</u>
Signed on behalf of the provider	<u>E L Spurr</u>
Name of signatory	<u>Emily Spurr</u>
Role of signatory (e.g. chair, director or owner)	<u>Manager and DSL</u>