Kenilworth Nursery School

&

Whitnash Nursery School

Intimate Care and Nappy Changing Policy 26/27

"Recognising and valuing the uniqueness of every child"

Date Written: September 2026

Review Date: September 2029

Committee Responsible: Governing Board

Lead Responsibility: Executive Headteacher

The EYFS 2026 states:
3.88 Providers must ensure:

- *There is an adequate number of toilets and hand basins available - there should usually be separate toilet facilities for adults.*
- *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 items.*

Policy Statement

At Kenilworth and Whitnash Nursery Schools, we recognise that intimate care is a sensitive and essential aspect of early childhood development. We are committed to providing high-quality, respectful, and safe intimate care for all children. This includes nappy changing and toileting routines that uphold children's dignity, promote wellbeing, and meet statutory requirements under the **EYFS 2026**.

We ensure that:

- **Suitable hygienic changing facilities** are available for all children in nappies.
- **Children's privacy is considered and balanced** with safeguarding and support needs during all intimate care routines.

Our policy ensures that all children are treated with respect and dignity during nappy changing and toileting routines. We aim to provide a safe, nurturing environment where children feel secure and valued, and where staff are confident and competent in delivering care that meets individual needs.

This Intimate Care and Nappy Changing Policy is linked with other policies for the setting, including:

- Safeguarding and Child Protection Policy,
- Health and Safety Policy
- Inclusion and Equality Policy,
- Allergy and Medical Needs Policy,
- Behaviour Policy,
- Staff induction and Training Policy,
- Staff Code of Conduct Policy,
- Parental Involvement Policy
- Environmental Sustainability Policy.

This policy is guided by the following statutory and legal frameworks:

- Childcare Act 2006
- DfE Early Years Nutrition Guidance (2025)

Our Policy Aims

- To safeguard children and staff by establishing clear procedures and accountability.
- To promote independence by encouraging self-care skills where developmentally appropriate.
- To ensure emotional wellbeing by making care routines positive and reassuring experiences.
- To maintain high hygiene standards to prevent the spread of infection.
- To support inclusion by adapting care routines for children with SEND or medical needs.

Respect and Dignity

During intimate care routines, children are always treated with respect and sensitivity. Staff engage with each child by using their name, maintaining eye contact, and take time to explain each step of the process in a calm and reassuring manner. These routines are never rushed, instead time is taken to ensure that each child feels safe, comfortable, and valued.

In each room in our schools there are designated changing areas or privacy screens, which ensure each child's privacy is protected while still maintaining appropriate supervision to meet safeguarding requirements

Safeguarding

We ensure that intimate care is only carried out by staff who have received appropriate training and hold a current enhanced DBS clearance. We prioritise safeguarding by ensuring that staff avoid being alone with a child during care routines unless it is absolutely necessary and has been appropriately documented.

Any unusual marks, bruises, or disclosures observed during intimate care are reported immediately to the Designated Safeguarding Lead (DSL) and recorded in line with our safeguarding procedures.

All staff follow our school's safeguarding and whistleblowing policies rigorously to maintain a safe and transparent environment for every child.

Hygiene and Infection Control

We maintain the highest standards of hygiene during all nappy changing routines to ensure the health and safety of both children and staff.

Staff wear disposable gloves and aprons for each change and dispose of them immediately afterwards to prevent cross-contamination.

Changing mats are thoroughly cleaned with antibacterial spray between each use and soiled nappies are placed in sealed, designated bins that are emptied regularly.

Handwashing is a mandatory part of the routine—for both staff and children—before and after every change, reinforcing good hygiene habits and supporting children's understanding of self-care.

Facilities and Environment

We ensure that our nappy changing areas are thoughtfully designed to support children's comfort, safety, and wellbeing. The designated nappy changing areas in each room are warm, well-ventilated, and furnished with age-appropriate equipment to meet the needs of our youngest learners.

There is a clear and consistent separation between changing areas and food preparation zones to maintain hygiene and safety.

Nappies, wipes, and creams are provided by parents and clearly labelled/keep in the child's bag for individual children to ensure personal care routines are tailored appropriately. All supplies are stored hygienically and checked regularly by staff to ensure they remain well-stocked and safe to use. In addition, we maintain a small supply of emergency items to support children who may run out of their own products, ensuring that no child is left without the essentials they need for their comfort and wellbeing.

Partnership with Parents

We value strong, open communication with families and recognise the importance of working in partnership to support each child's care and development.

As part of each child induction parents are asked to complete an intimate care consent form this help us to ensure we fully understand and respect each child's individual needs. As a setting we are committed to respecting and accommodating cultural preferences, such as the use of specific products or methods. While cultural preferences are acknowledged and respected, staff are expected to apply professional curiosity and judgement, ensuring that all requests are balanced with safeguarding considerations

Each key person maintains regular communication with parents regarding their child's toileting progress, routines, and any concerns that may arise. Parents are kept fully informed of any accidents, skin sensitivities, or noticeable changes in their child's toileting behaviour, ensuring open communication and a shared understanding of their child's care and wellbeing.

Supporting children through the early stages of toilet training

At our setting, we are committed to providing sensitive and respectful intimate care to support children in the early stages of toilet training. We follow the principles outlined in Warwickshire County Council's guidance, ensuring that all children are treated with dignity and their individual needs are met through a consistent, child-centred approach. In line with ERIC, The Children's Bowel and Bladder Charity, we adopt the evidence-based *"Let's Go Potty"* three-step approach—preparation, practice, and stopping nappies—to support children's development in a positive and empowering way.

Staff are trained to deliver intimate care safely and confidently, using appropriate hygiene procedures and protective equipment. We work in close partnership with parents and carers to ensure continuity between home and setting, respecting cultural preferences and individual routines. All intimate care is recorded appropriately, and safeguarding, confidentiality, and inclusion are upheld at all times.

Staff Practice

We ensure that all staff involved in intimate care hold a current enhanced DBS and receive thorough induction alongside ongoing training in areas such as safeguarding, infection control, and respectful care practices.

Nappy changing routines are recognised not only as essential care tasks but also as valuable opportunities to build trusting relationships, support emotional reassurance, and encourage language development through meaningful interactions.

Staff are encouraged to reflect on their practice, share observations with colleagues, and contribute to a culture of continuous improvement.

Where required particularly for children with medical needs or individual care plans staff seek specialist advice from health professionals or IDS specialist teachers and document care routines carefully to ensure consistency, transparency, and high-quality provision.

Procedures for nappy changing

Preparation

- Staff check the child's bag for personal items and ensure all supplies are ready.
- The changing area is cleaned and prepared before the child arrives.
- Staff greet the child warmly and explain what will happen.

During Changing

- Staff maintain a calm, reassuring tone and engage the child in conversation or play.
- The child is never left unattended on a changing mat.
- Staff observe the child's skin for any signs of irritation or discomfort.
- If creams are applied, parental consent must be documented.

After Changing

- Waste is disposed of in a sealed bin.
- Changing mat and surfaces are cleaned and disinfected.
- Staff and child wash hands thoroughly.
- Records include time, staff member, and any observations (e.g., rash, loose stool).
- Any safeguarding concerns are reported immediately to the DSL.
- Parents are informed of any incidents or changes in toileting behaviour.

Monitoring and Review

We are committed to maintaining high standards in our intimate care practices through regular monitoring and review.

This policy is formally reviewed on an annual basis, or sooner if there are updates to statutory guidance or best practice recommendations.

Staff feedback is actively sought to help refine procedures and ensure they remain effective and responsive to the needs of the children.

Observations and internal audits are carried out to check compliance, consistency, and quality across the setting.

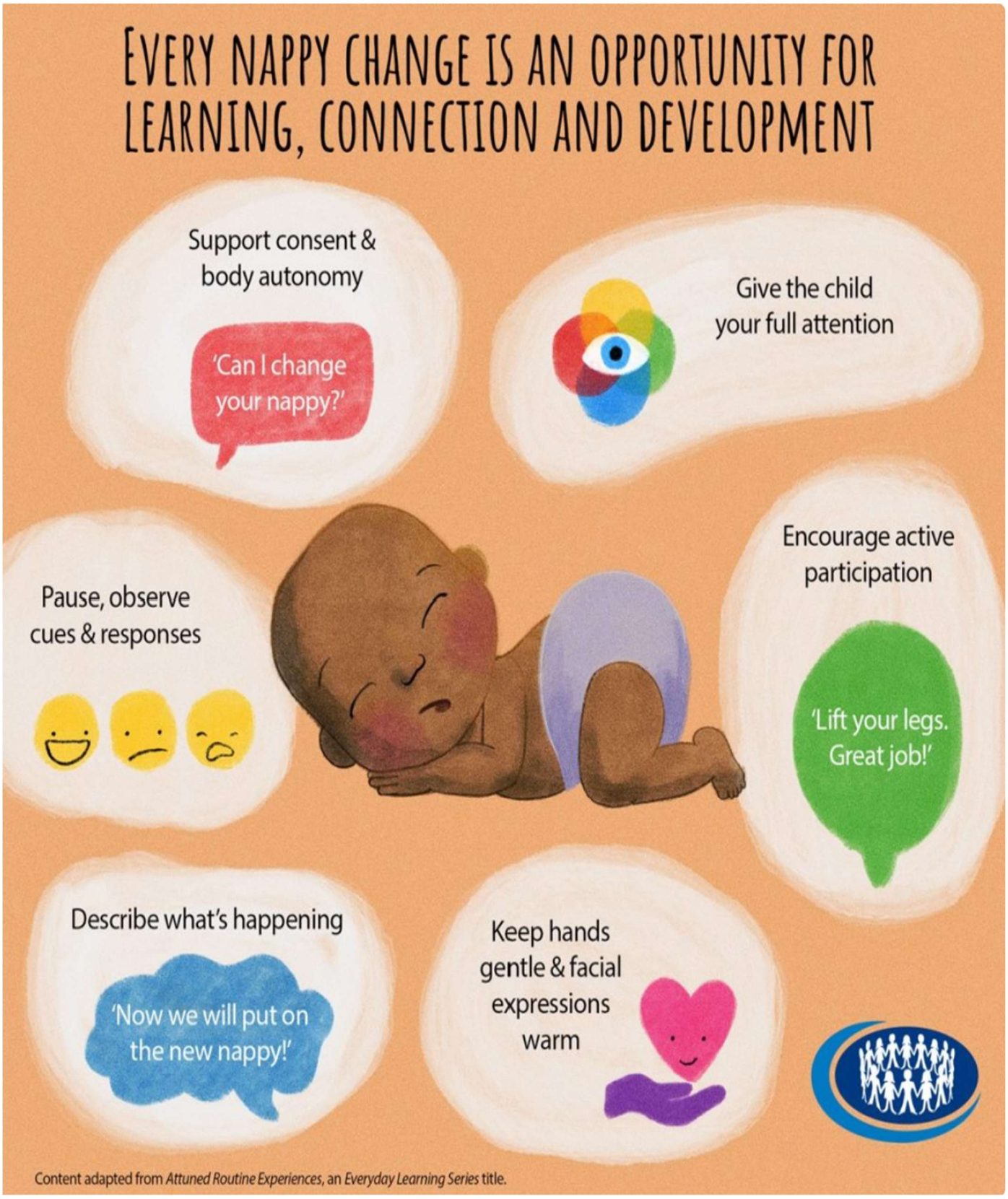
Any updates to the policy or procedures are clearly communicated to both staff and parents, ensuring transparency and shared understanding.

Appendix 1

Nappy Changing Log

Date	Time	Child's Name	Staff Member	Type of Change (Wet, Soiled, Any	Observations (e.g. rash, unusual, both)

Appendix 3



https://thespoke.earlychildhoodaustralia.org.au/nappy-change-and-toilet-learning/