



Intimate Care & Toileting Policy

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Approved by Governing Body	March 2026
Review Date	March 2029
First Version Date	March 2016
Version	6

Aspiring Foundations Federated Nursery Schools

Intimate Care and Toileting Policy

Aim

At Aspiring Foundations Federated Nursery Schools (AFFNS) we aim to meet the needs of all our children and promote their welfare. No child is excluded from participating in our Nursery Schools who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times. This policy reflects the current EYFS statutory framework for group and school-based providers.

Intimate care is defined as *'care involving washing, touching or carrying out a procedure to intimate personal areas'* which some children may need support in doing because of their young age, physical difficulties or other special needs.

Where a child has intimate care needs, staff take responsibility to provide their care. We address issues on an individual basis.

Due to the developmental stages of the children that we work with, we support them with their personal care, including reminders to use the toilet and support with hygiene, to help develop their independence.

On some occasions, children come to our settings in nappies. We support children sensitively and with dignity in this matter. Also, from time to time some children will have accidents and need to be attended to. Parents / carers are asked to provide a supply of clean clothes for their child in a named bag. The bag will be returned to the parent / carer and the clean clothes will be placed in a Warrington Road bag on the child's peg. When additional clean clothes are required, staff will send a slip home to inform parents / carers that more clothing needs to be provided.

If a child has needed help with meeting intimate care needs (had an accident), this is treated as confidential and shared with the parents / carers in person at the end of the day.

Staff training

All staff are knowledgeable about intimate care/personal care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection, Health and Safety, Confidentiality). Staff providing intimate care will be suitably trained, DBS checked and, where relevant, will have received training for specific intimate care procedures. They follow the child's care plan, and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene. Any unusual marks, injuries, disclosures, distress or safeguarding concerns identified during intimate care will be recorded and reported in line with the federation's safeguarding procedures.

Intimate care / personal care plan

If a child requires regular assistance with intimate care linked to health issues, staff meet with the parents to discuss the child's needs and devise an agreed intimate / personal care plan. Relevant health personnel are involved if needed. We monitor and review the plan on a regular basis. Reasonable adjustments will be made for children with SEND, disabilities or medical needs where required.

Practice

The designated practitioners who provide the care form a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development. Staff will explain what they are doing in an age and developmentally appropriate way and use visual or communication support where needed.

The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene. Children will be supported to become increasingly independent in managing their personal care and hygiene, according to their age and stage of development.

Each nursery has designated changing spaces which are used to attend to a child's intimate needs and to ensure privacy and modesty. Children's privacy will be considered and balanced with safeguarding and support needs when changing nappies and toileting.

Most procedures are carried out by the designated person. However, careful consideration is given to the child's individual circumstances to determine how many practitioners might need to be present when a child needs help with intimate care.

If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs.

There is no set time for nappy changing in the nursery school. It is carried out when the children need to be changed. Parents are asked to ensure that their child arrives in a clean nappy at the start of the session. The nappy is checked throughout the session and changed when needed.

Working with parents

We work closely with parents to identify and ensure we meet the child's needs. Cultural and religious values are respected when planning for their care. We seek to engage in regular communication with parents and monitor and review any plan together.

Where appropriate, staff will work with parents / carers to support a consistent approach to intimate care and toilet training between home and nursery.

Working with outside agencies

We work closely with outside agencies and utilise their knowledge and expertise where necessary. The SENCO co-ordinates this approach.

Disposal of nappies, aprons and gloves safely

We have good hygiene practices in place when disposing of waste to stop infection.

We follow stringent nappy changing procedures to ensure the safe disposal of waste, see below.

Changing a nappy

- Staff will wash their hands before and after every nappy change using soap and warm water.
- Children's hands will be cleaned after nappy changes and encouraged to wash their own hands where developmentally appropriate.
- Gloves and aprons will be used when appropriate and necessary e.g. for soiled nappies.
- Changing areas will be cleaned and disinfected after each use.
- Whilst changing, children's skin is cleaned with a disposable wipe. Cream will only be applied with parental consent and in line with the federation's agreed procedures.
- Nappies and 'pull ups', gloves, aprons and wipes are disposed of hygienically and safely by double bagging and placing in a designated nappy bin.
- This bin is emptied at the end of the day, and more frequently if needed. We dispose of our waste in accordance with the Department of Health and Halton Borough Council.

Preparing Children for Toilet Training

- When a child is developmentally ready for toilet training, staff will work in partnership with parents / carers to support the child to use a potty or toilet.
- Encourage children to pull clothing up/down and support them with wiping and hand hygiene as developmentally appropriate.
- Use consistent toileting language.
- Recognise signs of readiness and work in partnership with parents.
- Children will never be forced to toilet train and will be supported at their own pace.

Health, Safety & Manual Handling

- Follow safe manual handling guidance.
- Support children to use steps provided to climb onto the changing table independently, if safe to do so.
- Children wearing nappies will normally be changed lying down on the designated changing surface.
- Where a member of staff has a health or manual-handling restriction which affects their ability to carry out a lying-down change safely, an appropriate alternative arrangement will be agreed, taking account of the child's individual needs, safety and dignity.
- Staff will remain attentive at all times.

Version Control	Date Released	Review Date	Amendment
5	20/02/2026	20/02/2029	Page 2 - <i>a designated changing space</i> changed to <i>designated changing spaces</i> Page 2 - This bin is emptied at the end of the day, <i>and more frequently if needed.</i> (Part in italics added) Page 3 - Added in preparing for toilet training and health, safety and manual handling. Included appropriate use off PPE when changing a nappy.
6	September 2026	March 2029	Updated to reflect current EYFS requirements and nursery practice: safeguarding reporting during intimate care; reasonable adjustments for SEND, disabilities and medical needs; age-appropriate communication and visual support; increasing independence and privacy; revised spare-clothing arrangements; parental consent for creams; toilet-training wording; lying-down nappy changes and manual-handling arrangements; clarified staff suitability/training; and parent partnership.