



Willow Farm Primary School

Intimate Care Nappy Changing and Toileting Policy

Signed: _____

Date: 13/05/2026

Nominated staff member responsible for policy Becky Blakey

Willow Farm Primary School

Intimate Care Nappy Changing and Toileting Policy

1. Policy Statement

Willow Farm Primary School is committed to ensuring that the intimate care needs of all children are met in a safe, respectful, and dignified way. We recognise that children develop independence at different rates and some children may still need support with toileting and nappy changing when they join our nursery. This policy sets out clear procedures for staff to follow to ensure consistency, safety, and safeguarding.

2. Aims

- To safeguard the rights and promote the welfare of all children.
- To ensure staff follow safe and hygienic practices.
- To protect children and staff from potential abuse or allegations of abuse.
- To work in partnership with parents to support children's independence in toileting.
- To meet the requirements of the EYFS Statutory Framework (DfE, 2024) and Keeping Children Safe in Education (DfE, 2024).

3. Roles and Responsibilities

Staff will:

- Treat children with respect and dignity at all times.
- Use age-appropriate language and encouragement to support independence.
- Ensure that all nappy changing and toileting procedures are carried out in line with health and safety guidance.
- Record any nappy changes or toileting accidents and share this with parents where appropriate.
- Wear appropriate PPE (gloves, aprons) and dispose of waste safely.
- Never leave a child unattended during nappy changing or toileting.

Parents are expected to:

- Provide sufficient nappies, wipes, creams (where required), and spare clothing for their child.
- Inform staff of any specific toileting needs, allergies, or medical conditions.
- Work in partnership with staff to support toilet training at home and in nursery.

4. Procedures

Nappy Changing

- Nappy changing will only be carried out by designated, DBS-checked staff.
- Staff will wash hands before and after each nappy change.
- Gloves and aprons will be worn for each change.
- Children will never be left unattended on a changing station.
- Soiled nappies will be disposed of in a sealed, lidded nappy bin.
- The changing area will be cleaned and sanitised after each use.
- Staff will encourage independence where appropriate (e.g., helping with clothing, flushing, washing hands).

Toileting

- Children will be supervised discreetly to promote independence while ensuring safety.
- Children will be encouraged to use the toilet, wipe themselves, flush, and wash their hands.
- Where support is needed (e.g., wiping, clothing), staff will assist respectfully and explain what they are doing.
- Accidents will be dealt with calmly, and children will be changed into clean clothes.
- Wet or soiled clothing will be bagged and sent home.

5. Safeguarding and Dignity

- Two members of staff will be aware when intimate care is taking place.
- Staff will ensure doors are left ajar or visibility panels remain unobstructed.
- Staff will never use personal mobile phones in changing or toileting areas.
- Any concerns about marks, injuries, or safeguarding issues noticed during nappy changing will be reported immediately in line with the school's Safeguarding and Child Protection Policy.
- Staff will communicate sensitively with parents if repeated soiling or toileting concerns arise.

6. Health and Safety

- Cleaning products are stored safely out of children's reach.
- Nappy bins are emptied daily and cleaned regularly.
- Staff follow infection control procedures at all times.

7. Monitoring and Review

This policy will be reviewed annually, or sooner if national guidance changes. All staff working in the nursery will receive training on this policy as part of their induction and safeguarding updates.

Policy written: September 2025

Review date: September 2026