

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Glebe House School Early Years Staff must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

Promoting health and hygiene

1.18 Nappy changing and Intimate care/contact

Policy statement

No child is excluded from participating in our setting 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 make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body'

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use a potty or toilet
- Changing nappies
- Cleaning/wiping/washing intimate parts of the body

Definition of Personal Care:

'Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation'

Personal care tasks specifically identified as relevant include:

- Feeding
- Administering oral medication
- Hair care

- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting going to the toilet
- Offering appropriate physical comfort for emotional needs of children

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Procedures

Toileting/nappy changing

- Practitioners have a list of personalised changing times for the young children in their care who are in nappies or 'pull-ups', these children's nappies/pull ups are checked for being soiled or wet hourly but changed only when required
- Key persons undertake changing young children in their key groups; back up key persons change them if the key person is absent.
- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Children are never left unattended on a changing unit, so staff must always ensure they have everything they need to change each child prior to placing them on the unit
- Each young child has their own basket to hand with their nappies or 'pull ups' and changing wipes.
- Gloves and aprons are put on before changing starts and the areas are prepared.
- Staff must ensure they follow correct lifting procedures for placing children on changing units and if children are older or prefer to be changed on the floor level then safe and hygienic procedures should be made to accommodate individual needs to keep all children and staff as safe as possible.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, practitioners ensure that nappy changing is relaxed and a time to promote independence in young children, talking them through what is happening next at every stage.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- They should be encouraged to wash their hands and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.

- Anti-bacterial hand wash liquid or soap should not be used for young children, young skin is quite delicate and antibacterial products kill off certain good bacteria which children need to develop their own natural resistance to infection.
- Practitioners are gentle when changing; they avoid pulling faces and making negative comment about 'nappy contents'.
- Practitioners do not make inappropriate comments about young children's genitals when changing their nappies
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and 'pull ups' are disposed of hygienically. Any soil (faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed/sluced in toilet and bagged for the parent to take home.
- N.B. If young children are left in wet or soiled nappies/'pull ups' in the setting this may constitute neglect and will be a disciplinary matter. All staff have a 'duty of care' towards children's personal needs.
- An intimate care record is kept recording who changes nappies and soiled clothes, noting any concerns staff may have regarding sore bottoms etc, which would be fed back to parents if appropriate or discussed with Designated safeguarding lead .
- Staff always ensure they are within sight or sound of others

Intimate and Personal Care tasks

- Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.
- Staff should always be within sight or sound of other staff when caring for children's needs
- Staff should talk to children about what they are doing e.g., "your trousers are wet, we need to take them off to stop you from getting sore" offering them a chance to help if they are old enough so they understand what is happening.
- Whilst washing children's hands etc staff should position themselves at the side of the child asking them if they would like help and offering advice and role modelling, if necessary, about effective cleanliness.
- When feeding children, offering comfort or administering medication on a member of staff's lap staff should ensure a sideways lap sitting e.g. the child sits with their side to the adults front
- If a child's hair bobble has fallen out staff may replace the bobble with the consent of the child to keep it out of their eyes or out of food etc, but they are not to play with hair.
- During toilet training and after, if necessary, staff should always prompt children to use the toilet in a positive way

- If children are upset or ask for a hug, staff should offer sideways hugging and lap sitting, always checking with the child first if they would like a hug and if they do want support talk them through what you are doing ensuring you are always within sight or sound of other adults.

This policy initiated: SB, SE

Policy Written by: SB, SE

Policy to be updated on an annual basis.

Policy reviewed: September 2025

Also see School Intimate Care Policy for Reception Class