



# **NAPPY CHANGING, TOILET TRAINING & INTIMATE/PERSONAL CARE POLICY**

**SANDON PRIMARY ACADEMY**

Mrs R Beckett (Principal)

**Review date: September 2025**

## Introduction

This policy and guidance sets out procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of the highest health and safety standards to safeguard pupils, parents and staff by providing a consistent approach within a framework that recognises the rights and responsibilities of all involved.

## Aims

The aims of this policy are;

- To safeguard the rights and promote the welfare of all children
- To provide guidance and reassurance to staff who are required to toilet/change a child's nappy
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are considered
- To protect children from discrimination, and ensure inclusion for all

## Principles

At Sandon, staff will endeavour to follow the below principles when nappy changing and toileting;

- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- Children are supported in their understanding of nappy changing and toileting procedures so that they are led to independence

It is the responsibility of management to ensure all staff are familiar with safeguarding and child protection policies to develop children's resilience and to protect them from any form of abuse.

- Staff will be trained in good working practices which comply with Health and Safety regulations
- If a situation occurs that causes staff concern, the manager or deputy should be called upon
- Where staff are concerned about a child's actions or comments whilst carrying out personal care, this should be recorded and discussed with the manager
- Risk assessments will be carried out for toileting and nappy changing procedures by health and safety lead
- Students, volunteers or trainees should not change nappies or toilet children
- Only staff members with Disclosure Barring Service (DBS) checks will undertake nappy changing and toileting
- All nappy changes and toileting will be recorded on our changing records

## Nappy Changing

It is important that children are changed in a reassuring and caring way and it is important that staff signal their intention to change a child's nappy, asking for their consent, as appropriate for their development – ensuring children understand that it is not ok for any person to pick them up, take them away and undress them.

### **Involving Parents and Carers**

Staff will work with parents when attending to nappy changing routines.

- Where parents are present, e.g. settling in period, they will be asked to change their own child's nappy
- If a child has any disability or medical needs that may affect their personal care routine, a health care plan will be drawn up in agreement with parents
- Parents will be asked upon their child starting at Sandon whether or not their child has any special words/actions/particular needs during their nappy changing procedure

- Any significant observations made during a nappy changing procedure will be notified to the parent at the end of the school day or sooner if deemed necessary (e.g. badly soiled nappy, strong urine etc.)

## **Nappy Changing Procedure**

1. Staff approach the child and say or sign that it is time for a nappy change, asking them if they can be changed. Staff will not approach a child from behind, pick them up and take them for a nappy change.
2. Staff will wash their hands using soap and water beforehand.
3. Staff engage in conversation with the child upon entering the changing facility, ensuring gloves and an apron are always worn before entering.
4. Any toiletries required will be kept nearby or taken in before or on entry with the child. Specific toiletries should be clearly labelled with the child's name.
5. Child's clothes are removed to access the nappy.
6. If it is a wet nappy, the nappy is removed and placed inside a nappy sack. If a soiled nappy it is left underneath the child to avoid soiling the changing mat.
7. Using wipes/cotton wool the child is cleaned from front to back. Used wipes/cotton wool are placed in nappy sack, along with the nappy.
8. If gloves are soiled from a soiled nappy, they are removed and placed in the nappy sack and new gloves worn.
9. A clean nappy is put on and cream applied if necessary.
10. Gloves are removed and placed in a nappy sack and the nappy sack is placed in the grey bin.
11. The child is encouraged to assist in dressing themselves and in washing and drying their hands (with soap, water and hand towels).
12. The changing mat and surrounding area and underneath the mat is sprayed with antibacterial spray.
13. Paper towels and aprons are placed in the grey bin and staff wash hands with soap, water and dry with paper towels.

Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child.

Young children are encouraged to take an interest in using the toilet.

If the child's clothes are soiled, they should be bagged separately and sent home – not rinsed by hand.

## **Toileting Children**

Staff work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. Toilet training is a self-care skill that children can learn with the full support and non-judgemental concern of adults.

All children are treated with dignity, care and compassion during nappy changing/toileting. Staff will ensure this time is relaxed and do not make negative comments about nappy/potty/toilet contents.

It is important to aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it. Where children are in pull-ups, we will remind them at frequent intervals to use the toilet.

## **Toileting or Potty Training Procedure**

Staff and children use separate toilets.

1. Staff will wear protective gloves and apron when supporting children during toileting which are disposed of after each use.
2. Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.
3. Staff will remind children to use the toilet/potty regularly.
4. Potties are available for children too small to use the toilet or those who feel more confident using a potty.
5. All children will be encouraged to adopt good personal hygiene by washing their hands properly.
6. Staff will wash their hands with hot, soapy water.
7. Activities and routines will also include reminders about the need for good personal hygiene.

8. Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child.
9. Staff will praise children verbally throughout the experience.
10. Potties will be cleaned with antibacterial spray, disposable towels and left to dry.