



TAUNTON
— SCHOOL —

PRE-PREP & EYFS TOILETING AND NAPPY CHANGING POLICY

Policy Lead – Head of Pre-Prep and Nursery

Last Review – September 2025

Review Schedule - Annually or following a change in legislation

Purpose and Objectives

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This policy is designed to safeguard children, young people and adults at risk of harm and all Taunton School staff when supporting with the intimate care needs of children and young people. All staff at Taunton School have a duty of care and need to exercise caution in any context which involves children, young people and performing intimate care. Our aim is to provide intimate care for all children and young people irrespective of their race, gender and cultural beliefs. We strive to be an inclusive, equitable and diverse place for children, young people and families, and will work with the family to understand the child's specific needs to ensure that they feel included and supported. We welcome diversity in our organisation, and actively encourage our people to take an inclusive approach in everything they do. Staff have a responsibility to be aware of and understand the cultural or religious sensitivities related to aspects of intimate care. All children and young people should be treated as individuals, appropriate to their age and stage of development

What is intimate care?

Intimate care is a term used to describe activities involved in meeting the personal care needs of a child. It includes providing care which requires direct or indirect contact with, or exposure of, private parts of the body, such as:

- changing nappies or underwear
- helping a child use the toilet
- bathing, showering or washing

It can also involve other forms of physical care, sometimes referred to as 'personal care', including:

- Feeding
- changing outer layers of clothing
- applying or administering external or oral medication
- hair care
- washing non-intimate body parts
- prompting children to go to the toilet

Who needs intimate care?

Children of any age might need intimate care either occasionally or on a regular basis. The type and level of care a child needs depends on a number of factors, including: age; stage of development; and whether the child has any disabilities, special educational or additional needs, or medical conditions.

As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is a wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons, young children in the EYFS may:

- not be fully toilet trained across all settings
- have been fully toilet trained but regress for a little while
- be fully toilet trained at home but prone to accidents in new settings or be affected by a holiday or family change of circumstances
- be on the point of being toilet trained but require reminders and encouragement
- not be toilet trained at all but likely to respond quickly to a well-structured toilet training programme
- be fully toilet trained but have a disability or learning difficulty
- have delayed onset of full toilet training in line with other development delays but will probably master these skills during the Foundation Stage
- have SEND and might require help (during the Foundation Stage and beyond) with all or some aspects of personal care such as washing, dressing or toileting

As a school we will endeavour to support parents with toileting by encouraging children to use the toilets regularly and with increasing independence. We discourage the use of pull-ups for those who have already achieved bowel control. Children who are wet will be changed calmly, quickly and discreetly by a member of staff. Children will be encouraged to take responsibility for their own dressing and undressing as far as they are able.

The DDA (Disability Discrimination Act) requires schools to make reasonable adjustments to meet the needs of each child, which includes continence issues. Children may have accidents from time to time, and some children may remain incontinent for a prolonged period due to a specific medical condition. Older children who have the occasional accident will be encouraged to change themselves e.g. if only wet underwear needs to be changed etc., when a child needs additional support or cleaning the following procedures will be followed.

General principles for personal care:

The overall aim is to ensure that every child feels comfortable, safe and cared for during a change of nappy/pull ups and/or clothing. All staff will follow our procedure which will respect the child and their feelings and fears.

All children:

- have the right to assistance that respects their privacy and dignity
- have the right to feel safe and comfortable with the adults providing their care
- should be encouraged to engage in the care procedure, know what's happening and give permission at each stage
- have their feelings about the care they receive recognised and respected
- should be encouraged and supported to work towards becoming independent where possible
- have care is provided at the point of need, and undue delay avoided
- Where possible, the older child should be provided with supervision & guidance, and intervention should take place only where necessary or if the child asks for help
- have a designated changing area which is private, calm and clean, with a supply of wipes, plastic gloves, nappy bags, tissues and spare clothes.

Personal care is a 'regulated activity' – all staff designated to carry out this work have appropriate pre-employment checks and vetting (including DBS checks) completed and in place. All staff involved in personal care receive appropriate guidance and training.

This area of work is **never** undertaken by volunteers

How to change a nappy

When changing a child's nappy staff will follow the procedure below:

1. Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, and cream if necessary - if children require creams, e.g. nappy cream, or other medicines, these will be used in accordance with the Administering Medication Policy. Parental consent will be obtained prior to use of any medicine.
2. Wash hands thoroughly with hot water and liquid antibacterial soap,

3. Put on disposable gloves and apron. Use a new set of gloves and apron for each nappy change.
4. Clean the changing area with D10 spray and blue/ white roll paper.
5. Place the child on a nappy changing mat. To ensure safe moving and handling, children will use steps to independently climb onto the changing area, wherever possible and with support where needed.
6. Remove the child's clothing to access the nappy.
7. Slide the opened nappy underneath by carefully lifting the child's legs, then pull the front of the nappy between the legs and over the belly.
8. Remove the nappy and place it inside the nappy sack and put it in the nappy bin.
9. Using the wipes, clean the child's whole nappy area gently, but thoroughly, from front to back. making sure the areas inside the folds of skin are cleaned.
10. If the child's clothes are soiled, bag them separately and send them home.
11. Apply barrier cream, where consent and agreement has been given, and put on a clean nappy.
12. Adjust the nappy to fit snugly around the waist and legs. Check it is not too tight by running two fingers between the nappy and the child's tummy.
13. Take off the gloves and apron and place them in the nappy bin.
14. Dress the child.
15. Help the child to wash their hands, using liquid soap, warm water and paper towels - it is good practice to allow young children to wash their hands after nappy changing as this promotes good hygiene practice from an early age.
16. Wash own hands using liquid anti-bacterial soap, warm water and paper towels.
17. Take the child back to the room.
18. Return to the nappy changing area and use anti-bacterial spray and paper towels to clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry hands again.
19. Record nappy change details on the chart and in the child's individual daily diary.

The nursery is aware that older babies may try to wriggle away when being changed and, when using a changing table, staff will be vigilant and will never walk away or turn their back on children being changed. Staff will try to occupy children by giving them a toy or by using a mobile to distract them.

All staff should note that the nursery has a duty of care towards children's personal needs. If young children are left in wet or soiled nappies or clothing whilst in the setting, this may constitute neglect and could be dealt with as a disciplinary matter.

Pre-prep

Children still in nappies who may require changing will need to bring in with them **a bag containing nappies, a pack of wipes and nappy sacks/plastic bags each day**, which will be kept on the child's coat peg for the duration of the day and taken home at the end of each day.

Changing Procedure:

If a child has wet themselves or needs clothes changing for any other reason (e.g. after water play) they should be provided with a change of clothes and encouraged to undress and dress themselves as

independently as possible. A member of staff will supervise discreetly and ensure that the child is allowed privacy from others.

When a child has soiled themselves:

- The adult who is going to change the child must inform the teacher and/or another member of staff that they are going to do this. In the Pre-Prep (from Reception) this will normally be the responsibility of the class TA
- The member of staff changing a child will always tell other staff before they go into the changing area or toilets
- If a child needs changing at lunchtime the TA on duty will make appropriate arrangements for the child to be changed at the earliest opportunity
- The child will be taken to the toilets or changing area (for those still in nappies). In some cases, the child may need to be changed within the Nursery.
- Staff must wear an apron and gloves
- Soiled nappies are to be put in the nappy bins provided
- Any aprons or gloves must be disposed of in the yellow hazard waste bag in the nappy bin
- Soiled/wet clothes, if any, are to be placed in a plastic bag and given to the child's teacher to give to the parent
- The changing area needs to be cleared and cleaned after use with the antibacterial wipes/spray
- The staff member must remember to wash their hands with soap and hot water and to dry them
- The time of change and those present should be recorded

What to do if a child becomes distressed during the changing process

- Talk the child through each step and reassure them that they will feel much better when they are clean
- If the distress is such that it is difficult to continue or the child refuses to be changed, stop the changing process
- If this results in a hygiene issue then parents should be contacted to explain the situation and an agreed course of action established
- In any event a record must be made of distress, whether or not the changing was completed, and parents informed as soon as possible
- If there is any concern regarding child protection issues, these should be dealt with by informing the Head of Pre-Prep and Nursery or the DSL.

What to do if any marks or redness are seen

- This should be recorded and reported to the child's parents as soon as possible. If there are any child protection concerns, these should be reported to either the Head of Pre-Prep and Nursery or the DSL.

Note: these guidelines are for children who are too young to clean themselves effectively or who have some developmental difficulties. These guidelines are not for occasions where the incident is a 'one-off accident' and the child is sufficiently independent to clean themselves. However, the same levels of dignity, privacy and kindness should be extended. In these incidents, soiled underwear should be double wrapped and placed in the child's school bag for washing at home and parents should be informed.

Child Protection

All staff are DBS checked to ensure children's safety, therefore under normal circumstances a second member of staff does not need to be present to change a child.

- All staff involved with intimate care will receive specific induction from the school on these procedures and protocols
- Parents must understand that changing a child's nappy will involve intimate handling
- No volunteers or students will change a child
- All staff are encouraged to be vigilant for any signs or symptoms of improper practice

No students, volunteers or members of bank staff will carry out intimate care.

Safeguarding Procedures and Multi-Agency Protection procedures will be adhered to. Where parents do not co-operate with intimate care agreements, concerns should be raised with the parents in the first instance. A meeting may be called that could possibly include the health visitor or Head of School to identify the areas of concern and how all present can address them. If these concerns continue there should be discussions with the school's safeguarding co-ordinator about the appropriate action to take to safeguard the welfare of the child.

Resources (to be kept in changing area):

- Changing table (suitable only for the younger/smaller children – not appropriate for changing Pre-Prep children from reception age)
- Changing mat
- Disposable aprons or wipeable aprons
- Disposable gloves
- Disinfectant spray/wipes
- Yellow hazard waste bin
- Spare wipes