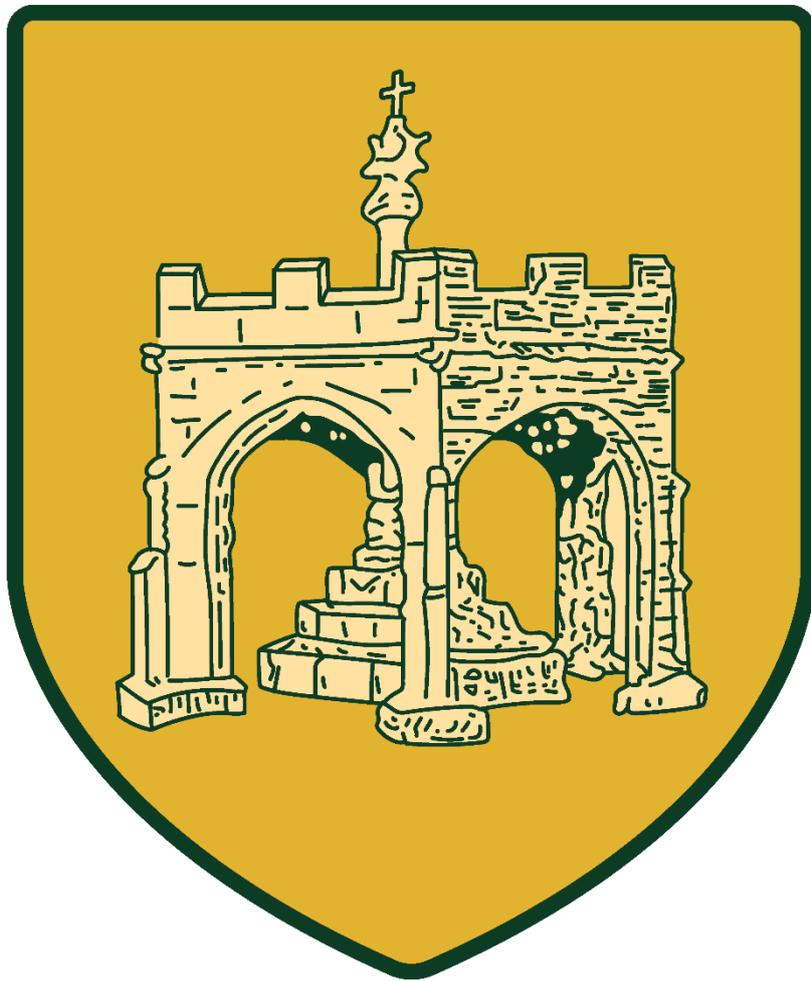




# Cheddar First Preschool

Where Every Child Is at the Heart

## Intimate Care, Nappy Changing and Toileting Policy



Date Agreed	30 <sup>th</sup> January 2026
Review Date	30 <sup>th</sup> January 2027

## Policy statement

Cheddar First Preschool recognises that intimate care routines are a necessary part of daily provision for some children and that every child develops at their own pace.

This procedure sets out how intimate care, nappy changing and toileting are carried out in this setting, in line with the Wessex Learning Trust's Nappy Changing, Toileting and Intimate Care Policy. It should be read alongside that policy and Wessex Learning Trust Safeguarding Policy.

The aims of this procedure are to:

- Ensure children's welfare, dignity, privacy and wellbeing
- Support children's developing independence
- Safeguard children and staff
- Ensure consistent, hygienic and safe practice

## Safeguarding and staff responsibilities

- All staff and students involved in intimate care:
  - Hold an enhanced DBS check
  - Receive appropriate training and induction
  - Have up-to-date safeguarding training
- Students must always be supervised by a qualified member of staff
- Any concerns arising during intimate care routines must be reported immediately to:
  - The Preschool Manager, and/or
  - The Designated Safeguarding Lead (or deputy)

## Partnership with parents and carers

- Intimate care routines are carried out in partnership with parents/carers
- Parents/carers are expected to provide:
  - Nappies or pull-ups
  - Wet wipes (if used)
  - A change of clothes
  - All items clearly labelled with the child's name
- Staff will share information with parents/carers about:
  - Toilet training progress
  - Accidents
  - Any concerns relating to a child's comfort or wellbeing

## Potty training procedure

When a child is undertaking toilet training:

- All relevant staff will be informed
- Staff will:
  - Encourage and praise the child's efforts

- Support the child sensitively and respectfully
- Change the child with dignity in the event of an accident
- Disposable gloves will be worn when dealing with accidents
- Staff will wash their hands thoroughly after supporting the child
- Close partnership with parents/carers will be maintained throughout the process

## **Nappy changing and intimate care procedure**

When changing a nappy or supporting a child with intimate care, staff will follow the Trust policy and the procedure below:

- The child will be changed promptly to prevent discomfort or soreness
- Nappy changing will take place only in the designated changing areas
- Staff will:
  - Wear disposable gloves and an apron
  - Use appropriate hygiene procedures
  - Dispose of soiled nappies in the designated nappy bins
  - Clean the changing area with antibacterial wipes after each use
  - Wash hands with soap and hot water after changing (paper towels used for drying)
- Children will be treated with care, respect and dignity at all times

## **Supervision and environment**

To safeguard both children and staff:

- There will always be two members of staff present in the area during nappy changing
- Changing room doors will remain open at all times
- No tablets or personal devices are to be taken into bathrooms or changing areas
- The layout and use of the changing areas ensure children's privacy while maintaining appropriate supervision

## **Review and monitoring**

- This procedure is monitored through:
  - Supervision
  - Staff meetings
  - Appraisals
- Any training needs identified will be addressed promptly

This policy should be read alongside the Wessex Learning Trust Intimate Care and Nappy Changing Policy and Safeguarding Policy.

This policy is reviewed annually and updated in line with current legislation, statutory guidance, and best practice.