

## **MANOR HOUSE SCHOOL EYFS INTIMATE CARE & TOILETING POLICY**

Date of Issue: **January 2026**

Date of Review: **January 2027**

Responsibility: **Director of Nursery Education**

### **References:**

KCSIE

EYFS Statutory Framework

Child Protection and Safeguarding Policy

Whistleblowing Policy

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### **Aim**

Manor House Intimate Care Policy is consistent with the children's physical abilities and in compliance with ISI regulations.

"Intimate Care" is a term used to describe activities involved in meeting the personal care needs of a child. This includes any care which involves washing, touching or carrying out an agreed procedure to intimate personal areas in order to care for a child.

The policy is to ensure that:

- Every child has the right to dignity, privacy and respect.
- Children are valued as individuals and their cultural or religious sensitivities are acknowledged.
- Children are encouraged to be as independent as possible, with staff supporting their development.
- Children's rights to personal privacy are protected, and they are kept safe from abuse.

It is designed to

- Safeguard the rights and promote the welfare of the children

- Provide guidance and support to staff in Early Years

Surrey Early Years and Childcare Service define intimate care as:

“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.”

These tasks include

- Dressing and undressing (underwear),
- Helping a child use the toilet or potty including toilet training,
- Changing a nappy
- Cleaning/wiping/washing intimate parts of the body

Intimate care must be an enjoyable, calm time for the children, wherever possible and they need to be dealt with gently and sensitively. Privacy must be offered depending on the children's age and development within the department. Daily risk assessments must take place (as part of the setting daily risk assessment) of the toilet areas.

### **Dressing and Undressing a Child**

Children should be encouraged to be as independent as possible, depending upon their age and stage of development. Privacy should be offered and where a member of staff needs to help a child, this must be done in the toilet with the door open and other staff nearby in the classroom. This should be recorded on the sheet provided and parents informed where necessary.

### **Nappy Changing**

We aim to support the child's care and welfare in accordance with their individual needs. In order to provide the children with a strong consistent relationship with an adult, the children will be changed by their Key Person wherever possible or a member of the class the child is in. Staff must interact positively with the child and reassure them if necessary.

Information will be shared between staff and parents about nappy changing and toilet training and we aim to work closely to ensure consistency for the children.

- Only staff that hold a valid Enhanced DBS certificate are allowed to change the children.

Detailed, consistent procedures for all intimate care tasks are essential. This policy sets out how staff will:

- **Obtain consent:** Providers should seek parental consent for intimate care and record it. For older children, a record should be made of the child's consent before providing care.
- **Ensure privacy:** Changing areas should be private but allow for appropriate supervision. For older children, two adults may be in the vicinity (one inside, one outside the room) to ensure privacy while maintaining safety. This must only be in the designated changing area provided, which allows for privacy but is not closed off. The door must never be closed to the bathroom.
- **Use hygiene and equipment:** Staff must wear disposable gloves and apron for each nappy change. Changing areas must be cleaned and disinfected after every use.
- **Manage soiled clothing:** Soiled clothing should be placed in a sealed bag to be sent home with the child.
- **Record keeping:** All instances of intimate care must be recorded, including the date, time, and circumstances. Concerns or injuries should also be noted and reported to the DSL.
- Parents leave a supply of nappies, wipes and creams, which are stored in an individually named basket.

## Method

- All children should be changed as and when needed, but at least once during each session time and three times if they are staying all day.
- All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet), D (Dry) or BM (bowel movement), C (cream used) or S (Sore). The time of nappy change must be recorded and the member of staff initials this on the chart.
- A child must be changed immediately if they soil their nappy or it becomes wet.
- Children who have a daytime rest must have their nappy checked before going to sleep and changed when they wake up.

**CHILDREN MUST NEVER BE LEFT ALONE ON A CHANGING MAT**

## **Procedures**

- Ensure staff are prepared with all the necessary supplies before changing a child
- When changing a nappy, staff members must wear a disposable apron and disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for each child.
- Remove the nappy, dispose of it in a clean nappy bag, and place in the nappy bin once you have finished changing the child
- Clean the child's bottom and genital area remembering to wipe from front to back. Place used wipes in the nappy bag, tie and place in nappy bin. Dispose of gloves and apron.
- If requested by the child's carer, apply nappy cream using a new pair of gloves
- Place a new nappy on the child and replace their uniform (With a clean set if necessary)
- Wash both adults and child's hands
- Clean the nappy changing mat with the anti-bacterial spray provided and dry with paper towel
- Replace the items in the child's basket and check for supplies (A recording sheet needs to be completed and given to the parents where necessary.)
- Record nappy change on the sheet provided.

## **Toilet training**

All staff must be available to offer support and advice to parents, where necessary to decide if their child is ready for toilet training. (See Guidelines for Toilet Training) The toilets in both nursery and Kindergarten are of the appropriate size for the children. Potties can be used if provided by parents.

- Children need to be monitored and supported when using the toilet
- Ensure they wash their hands after each use
- Encourage them to manage their own personal hygiene as soon as the children are able but give support where necessary
- If they soil themselves adults must deal with the situation in a calm, sympathetic manner
- Follow procedure for changing a child and record on nappy chart
- Place any clothes in a double nappy bag and give to parents/carers at the end of the session

## **Potties**

- If a child needs to use a potty provide a private space for them to do so.

- Parents are welcome to bring the child's own potty from home if they wish to do so. These will be named with the child's name.
- Wear an apron and gloves
- When finished dispose of waste in the toilet and clean with anti-bacterial spray
- Wash your hands

## **Safeguarding**

If during the intimate care of a child, they are accidentally hurt, it is essential that they are reassured and the incident is reported to the Director of Nursery Education who will record the incident on school base and inform parents.

All staff providing intimate care must have an enhanced Disclosure and Barring Service (DBS) check. All new recruits have to have a valid clear Enhanced DBS check before they will be allowed to work at Manor House School.

Any concerns relating to intimate care, such as unexplained marks or changes in a child's behaviour are to be reported to the Designated Safeguarding Lead (DSL)

All staff receive safeguarding training every year, and when they are recruited.

Clear procedures are in place for staff to raise any safeguarding concerns about poor or unsafe practices. Please refer to the schools Child Protection and Safeguarding Policy and the school's **Whistleblowing Policy** for more information.

Any unusual emotional or behaviour response must also be reported and recorded on CPOMS.

All staff must be aware of the **Manor House Safeguarding Policy** and should follow guidelines if there are any concerns about the children's safety. All staff will reread this policy once a year, and a copy is given to all new staff.

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**Reviewed and Updated: January 2026**