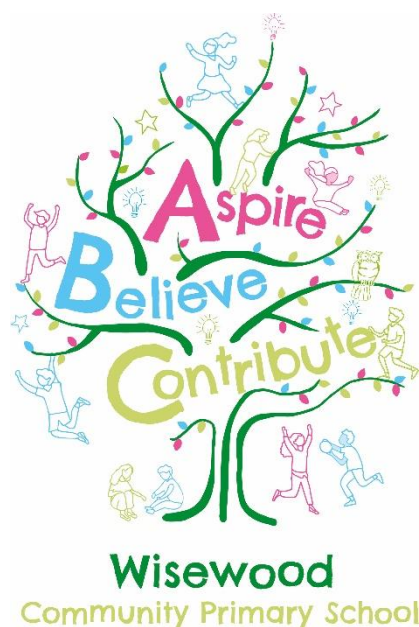


Wisewood Community Primary School & Nursery

Intimate Care and Nappy Changing Policy



Originator	Claire Austin
Date of Approval	December 2025
Review Date	December 2027
Person (s) responsible	SLT



Wisewood Intimate Care changing policy

Nappy changing is handled with care and sensitivity at all times. Parents of children requiring nappy changes complete a consent form prior to admission and are expected to provide nappies, wipes and creams if required. A daily log is kept of all nappy changes. The following procedure is applied:

- A changing unit is provided for use when changing nappies
- Nappies to be changed by a trained member of staff
- Ensure changing mat is clean and all necessary items are to hand (child never to be left unattended)
- Ensure child is comfortable and the child's privacy is respected
- Gloves must be worn at all times
- Child should be cleaned from front to back using their own wipes. Where possible, encourage the child to assist in attending to their own needs if safe to do so
- Protective cream should be applied with tissue or cotton wool (only if parents have provided cream and signed a consent form)
- All nappies, wipes and gloves should be put in a nappy sack and disposed of in the nappy bin immediately
- Mat to be disinfected after every use and area restocked if required
- Wash hands (Adults and child)
- Log to be completed and signed by member of staff

Wisewood Primary School & Nursery are committed to working alongside parents in supporting them with toilet training their child. Staff will aim to help with established routines developed at home and where required, staff will offer support and guidance in developing a suitable toileting routine for a child both at home, in nursery & school.

No child is excluded from participating at Wisewood Community Primary School & Nursery who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. However, when a child arrives (reception children) it is expected that they will be toilet trained and not require nappies or pull-ups to access provision. If a child is not toilet trained school will meet with parents to discuss next steps.

On Entry into Nursery

A major milestone for children becoming toilet trained is at two years of age. When assessing your child's development, we will discuss this with you and support you in the process of starting this journey. Staff will work with parents to ensure that there is a shared plan in partnership with the family to support the child's development.

Staff will endeavour to continue home routines to ensure a smooth transition. Parents must provide nappies, wipes, and spare clothes. Staff will change children when required and will ensure dignity and privacy at all times. Staff will work with parents to support toilet training when the child is ready and will share progress regularly.

On Entry into Reception (Statutory School Age)

It is the expectation that, unless there is a medical reason, all children should be toilet trained when starting school.

When children start school, our staff will regularly remind children to visit the toilet and will support where needed. Parents are asked to provide spare clothes, wipes and bags for any wet clothes if an accident does occur. Staff will ensure dignity and privacy at all times when changing children. If a child is not toilet trained when entering school, staff will meet with parents to discuss next steps and offer additional support where required. School work closely with the continence team and utilise their support and advice where needed.

Children over the age of 8 years old

Local/National guidance suggests that children over the age of 8+ it suggests that children should be changed by an adult of the same sex. This is discussed with parents/carers when writing a care plan and we will try our utmost to adhere to this.

Nappy Changing

Nappy changing is handled with care and sensitivity at all times at Wisewood Community Primary School and Nursery. Parents of children requiring nappy changes must complete a consent form prior to admission and are expected to provide nappies, wipes and creams if required. A daily log is kept of all nappy changes and we ask that all children in nappies arrive to school with a clean, dry nappy on. Nappies will be changed on an 'as and when' basis when children are in school for half a day but if children are in school for the full day, they will be checked every 2 hours at a minimum.

The following procedure is applied:

- Consent is obtained from parents prior to changing any nappies
- A changing unit is provided for use when changing nappies
- Ensure a changing mat is clean and all necessary items are to hand
- The child will never be left unattended in the changing area
- Ensure child is comfortable and the child's privacy is respected
- Gloves must be worn at all times
- Child should be cleaned from front to back using their own wipes. Where possible, we encourage the child to assist in attending to their own needs, if safe to do so
- Protective cream should be applied with tissue or cotton wool if this is provided by parents

- All nappies, wipes and gloves should be put in a nappy sack and disposed of in the nappy bin immediately
- If a child has soiled their clothes, these will be put into a separate nappy sack and sent home
- Hands are washed before and after changing any child
- Changing mat to be disinfected after every use and area restocked if required
- Log completed by the adult
- Information regarding children being changed during sessions will be told to person collecting
- One member of staff, familiar to your child, will regularly check and change them during the day. A second member of staff will be within the vicinity of the changing area, on hand ready to support if needed.
- There is an adequate number of toilets and hand basins available.

What the school expects of parents/carers:

- Parents/carers will ensure that their child is continent before admission to school (unless the child has medical needs)
- Parents/carers will discuss any specific concerns with staff about their child's toileting needs
- Parents/carers must inform the school if a child is not fully toilet trained before starting school
- Parents/carers agree to a toileting plan if their child is not fully toilet trained when starting school
- Parents/carers accept that on occasions their child may need to be collected from school

Parent/carer consent to change nappies/pull ups

I..... the parent/carer

of.....

give permission for staff at Wisewood Primary School to change my child's nappy.
I will provide nappies and wipes for the staff to use.

Signed.....

Date.....

Parent/carer consent to support with toileting due to a medical condition/care plan

I..... the parent/carer

of.....

give permission for staff at Wisewood Primary School to change my child's nappy.
I will provide nappies and wipes for the staff to use.

Signed.....

Date.....