



Intimate Care Policy 2026

This policy will be reviewed in full by the LAC on an annual basis.
This policy was last reviewed and agreed by the LAC on 2nd November 2026.

It is due for review on 2nd November 2027.

Signature 

Headteacher

Date:

Signature **RPRICHARD**

Chair of LAC

Date: 2/11/26

Nappy Changing and Intimate Care Policy and Procedure

At Littleton Green Community School, we are committed to ensuring that all children are treated with dignity, sensitivity and respect during intimate care procedures. We recognise that some children will require support with nappy changing or changing soiled or wet clothing and that these needs should be met promptly and sensitively, according to the individual needs of the child.

Our Early Years settings are happy to change children's nappies and do not require children to be toilet trained before joining the setting, with the exception of children entering Reception or where individual medical needs apply. Nappy changing and changing soiled or wet clothing takes place according to the child's individual needs rather than as part of a fixed routine.

Related Policies

This policy should be read alongside the following Littleton Green policies:

- Safeguarding and Child Protection Policy
- EYFS Policy
- Health and Safety Policy
- First Aid Policy
- Administration of Medication Policy
- Supporting Children with Medical Conditions Policy
- SEND Policy
- Staff Code of Conduct
- Photography and Images Policy
- Infection Control Policy
- Behaviour Policy
- Attendance Policy
- Arrival and Collection of Children Policy
- Allegations Against Staff Policy.

Safeguarding Arrangements

All staff involved in intimate care hold a current Disclosure and Barring Service (DBS) check. Volunteers and visitors will not undertake nappy changing or intimate care procedures.

Students may undertake nappy changing as part of their training programme where this is a requirement of their course. In these circumstances:

- Written parental consent will be obtained.
- The student will be supervised by a suitably vetted member of staff.
- The Senior Leadership Team (SLT) will verify with the training provider that intimate care forms part of the student's course requirements.

Parent Helpers may change their own child's nappy or clothing but must not:

- Change other children's nappies or clothing.
- Be left unsupervised with other children.

Staff will ensure Parent Helpers are informed of these expectations at the start of the session.

Before carrying out intimate care, staff will inform another member of staff and remain within sight or awareness of another adult wherever possible. This protects both the child and the member of staff.

Dignity, Privacy and Respect

Staff will always:

- Treat children with dignity, sensitivity and respect.
- Explain what they are doing throughout the process.
- Encourage children to participate in their own care according to their age and stage of development.
- Preserve children's privacy while ensuring safeguarding requirements are maintained.
- Use a familiar member of staff or the child's Key Person where possible and appropriate.

Where possible, intimate care procedures will be carried out in a way that maintains the privacy and dignity of the child while minimising disruption to other children's access to toileting facilities.

Staff Training

All staff undertaking intimate care receive appropriate guidance and training as part of their induction and ongoing professional development. This includes safeguarding procedures, hygiene expectations and intimate care practices.

Communication with Parents

All intimate care procedures, including nappy changes and changes of soiled or wet clothing, will be recorded on Medical Tracker. Parents and carers will be notified via email of any intimate care carried out during the school day.

Parents/carers are responsible for providing:

- Nappies
- Wipes
- Nappy bags
- Nappy cream (where appropriate)

These should be supplied in a clearly labelled bag. Please refer to our 'non-Medication' statement in the Administration of Medicine Policy.

Safeguarding Concerns

If a member of staff notices any:

- Unexplained marks
- Bruising
- Injuries
- Soreness
- Signs of neglect

or receives a disclosure from a child during intimate care, they must report the concern immediately to the Designated Safeguarding Lead (DSL) and record the concern in accordance with the school's Child Protection and Safeguarding Policy.

Any allegation, concern or complaint relating to intimate care will be dealt with in accordance with the school's safeguarding and allegations management procedures.

Information relating to a child's intimate care needs will be treated sensitively and shared only with staff who need the information in order to meet the child's welfare, health and safeguarding needs.

Children with SEND or Additional Needs

Where a child requires ongoing intimate care due to SEND, disability, medical needs or delayed toileting development, an individual intimate care plan will be developed in partnership with parents/carers and reviewed regularly.

Nappy Changing Procedure:

Staff will:

1. Wash their hands.
2. Clean the changing mat using antibacterial spray.
3. Put on a disposable apron and gloves.
4. Prepare the child's nappy, wipes, nappy bags and cream.
5. Encourage the child to assist with removing clothing where appropriate.
6. Remove the used nappy and place it in a nappy sack.
7. Clean the child thoroughly using wipes.
8. Fit a clean nappy.
9. Encourage the child to help dress themselves where appropriate.
10. Clean and disinfect the changing mat.
11. Dispose of gloves, aprons and other waste safely.
12. Place nappies in the designated yellow disposal bag.
13. Wash hands.
14. Support the child to wash their hands.
15. Record the nappy change on Medical Tracker.

Changing Soiled or Wet Clothing Procedure

Staff will:

1. Collect clean clothing.
2. Wash their hands.
3. Put on a disposable apron and gloves.
4. Support the child to remove soiled or wet clothing.
5. Dispose of waste appropriately.
6. Flush away stool where appropriate.
7. Clean the child thoroughly.
8. Dispose of wipes and protective equipment in the designated hazardous waste bins.
9. Support the child to dress in clean clothing.
10. Support the child to wash their hands.
11. Place soiled clothing in the child's bag.
12. Record the incident on Medical Tracker.

Hygiene and Changing Facilities

Children's nappies will be changed in a designated changing area or suitable toilet facility. The area will be cleaned before and after each use.

Within the extended school provision, nappies will be changed on a designated changing mat at floor level. This supports staff safety and reduces the risk of falls from height.