



Early Years Intimate Care, Toileting and Nappy Changing Policy

Policy Statement

At the British School Tenerife, we recognise that intimate care, toileting and nappy changing are essential aspects of early childhood development and care. Our aim is to ensure that all children are supported sensitively, hygienically and safely, while promoting their independence, dignity, and confidence.

This policy covers all aspects of intimate care, including:

- Nappy changing
- Toilet training
- Toileting support
- Cleaning and washing after accidents or illness
- Support with other personal care as needed

All procedures comply with EYFS 2025 requirements, safeguarding policies, and health and hygiene standards.

Definition of Intimate Care

Intimate care involves any task that requires direct or indirect contact with a child's genitals, bottom, or other private areas and also includes changing nappies, assisting with toileting, cleaning after soiling and helping with personal hygiene when a child is unable to manage independently.

Principles of Good Practice

We are committed to:

- Maintaining children's dignity, privacy and comfort at all times.
- Encouraging independence appropriate to each child's development.
- Ensuring all staff follow safeguarding and hygiene procedures.
- Working in partnership with parents to ensure consistency between home and school.
- Providing a clean, safe and well-equipped environment for all personal care needs.

Staff Responsibilities & Conduct

- Only staff aged 17+ with DBS clearance may provide intimate care.
- Staff must treat children with respect and maintain privacy at all times.
- Staff should never engage in unnecessary physical contact.
- Staff must follow the school's Safeguarding Policy for reporting concerns.
- All intimate care should be explained to the child to ensure understanding and comfort.
- Two members of staff should be within sight or hearing range when intimate care is provided if required by risk assessment.
- Staff will receive training in intimate care, infection control and safeguarding.

Parental Consent & Communication

- Parents provide consent for intimate care upon enrolment.
- Parents are encouraged to share information about routines, preferences and any special requirements.
- Progress and incidents will be communicated to parents sensitively, at handover or via Tapestry.
- Individual Intimate Care Plans will be developed for children with SEND or ongoing care needs.

Toileting & Toilet Training

Readiness Indicators

Children may be ready to begin toilet training when they:

- Show awareness of needing to urinate or have a bowel movement.
- Communicate about being wet or soiled. Stay dry for longer periods.
- Walk independently and sit securely on a toilet/potty.
- Follow simple instructions and manage some undressing.
- Understand basic toileting vocabulary.

Procedures

1. Work in partnership with parents to agree readiness and routines.
2. Escort children to the bathroom and provide guidance while encouraging independence.
3. Maintain privacy while ensuring safeguarding supervision.
4. Provide verbal guidance; staff must not physically position children unnecessarily.
5. Support children with cleaning, wiping front to back and explain each step.
6. Encourage children to flush, wash hands, and redress independently.
7. Record incidents and progress and share with parents as appropriate.

Nappy Changing Procedure

Preparation

1. Wash hands and put on disposable gloves and aprons.
2. Clean the changing mat with antibacterial spray and dry with disposable paper.
3. Cover the mat with fresh white roll.
4. Gather necessary items (clean nappy, wipes, barrier cream if permitted, nappy sack).

Supporting the Child

5. Explain the procedure to the child in simple language.
6. Maintain privacy and dignity at all times.
7. Allow older children to climb independently using a Health & Safety-approved step ladder under supervision.
8. Children must never be left unattended.

Changing Steps

9. Place the child on the mat.
10. Remove dirty nappy and wipe away excess mess.
11. Clean the child gently with wipes or cotton wool.
12. Dispose of used materials appropriately.
13. Apply barrier cream if permitted.

14. Put on a clean nappy.

Cleaning & Disposal

15. Wrap the used nappy in a glove or nappy sack and dispose in the designated nappy bin.
16. Remove gloves and aprons safely and dispose.
17. Clean mat and area with antibacterial spray and paper.
18. Wash hands thoroughly.

Recording & Return

19. Escort the child back to the classroom.
20. Complete the Nappy Changing Chart with time, staff, type of change and any notes or concerns.

Cleaning & Washing Children After Soiling or Illness

1. Two staff members must be present.
2. Collect bath, mild soap, clean clothes, towel, gloves, apron and plastic bag.
3. Prepare bath with warm water, checking temperature.
4. Remove soiled clothing and wash child gently.
5. Dry thoroughly and dress in clean clothes.
6. Clean and disinfect bath and surrounding area.
7. Rinse soiled clothing, place it in labelled bag and send it home.
8. Wash hands thoroughly.

Safeguarding, Health & Safety, and Infection Control

- Follow all school safeguarding and EYFS 2025 requirements.
- Maintain a balance of privacy and supervision.
- Record all intimate care procedures and incidents.
- Report concerns immediately to the DSL.
- Ensure all areas and equipment are clean and hygienic.

Policy Review:

This policy will be reviewed every, or more frequently if required by changes in legislation, guidance, or school operational needs.

Written by:	Jenni Garnett		
Agreed Date:	September 2025		
Board of Governors			
	Print Name:	Signed:	Date:
Academic Director:			
	Print Name:	Signed:	Date:
Review Date:	September 2026		