



Truro and Penwith
Academy Trust

Early Years Intimate Care and Nappy Changing Procedure

Supporting the TPAT Intimate Care Policy



1. Purpose

This procedure sets out how intimate care, nappy changing, toileting support and toilet learning will be carried out within TPAT early years and nursery provision. It should be read alongside the Trust's Intimate Care Policy, Safeguarding and Child Protection Policy, Health and Safety Policy and EYFS procedures.

The procedure aims to ensure that:

- Children's dignity, privacy and wellbeing are protected.
- Intimate care is carried out safely and hygienically.
- Parents and carers are fully involved.
- Safeguarding arrangements are maintained at all times.
- Children are supported to develop increasing independence in personal care.

2. Guiding Principles

Staff will:

- Treat every child with dignity, respect and sensitivity.
- Explain what is happening in an age-appropriate way.
- Seek the child's cooperation wherever possible.
- Respect children's privacy whilst ensuring safeguarding requirements are met.
- Promote independence and self-care skills.
- Work in partnership with parents and carers.
- Never use shame, criticism or punishment in relation to toileting or accidents.

3. Staffing Arrangements

Children will only receive intimate care from suitably trained members of staff who have completed all required safeguarding and safer recruitment checks.

Routine nappy changing and toileting support will normally be undertaken by one practitioner.

Staff should:

- Remain within sight or hearing of colleagues wherever reasonably possible.
- Follow the setting's safeguarding procedures.
- Inform colleagues when undertaking intimate care.
- Ensure that personal mobile phones, smart watches, cameras or recording devices are not used during intimate care procedures.

Additional adults may be present where:

- A child's care plan identifies this need.
- Manual handling support is required.



- There are safeguarding considerations.
- A specific risk assessment identifies the need for additional support

4. Changing Facilities

The setting will provide changing facilities which:

- Are clean, safe and well maintained.
- Allow children an appropriate degree of privacy.
- Enable staff to remain within sight or hearing of colleagues where possible.
- Are equipped with changing equipment, gloves, aprons, cleaning materials and waste disposal facilities.

Children must never be left unattended on a changing mat, changing table or whilst receiving intimate care.

5. Nappy Changing Procedure

Before Changing

Staff will:

1. Gather all equipment before beginning.
2. Wash hands thoroughly.
3. Put on a clean disposable apron and gloves.
4. Prepare the changing area.

During Changing

Staff will:

1. Speak respectfully and reassuringly to the child.
2. Explain what they are doing.
3. Change the child promptly and sensitively.
4. Clean the child's skin using wipes or products supplied by parents/carers.
5. Encourage participation appropriate to the child's age and stage of development.

After Changing

Staff will:

1. Dispose of nappies, gloves, aprons and wipes safely.
2. Double-bag waste where required by local procedures.



3. Clean and disinfect the changing surface.
4. Remove PPE safely.
5. Wash hands thoroughly.
6. Support the child to wash their hands where appropriate.

6. Nappy Supplies

Parents and carers are expected to provide:

- Sufficient nappies or pull-ups.
- Wipes.
- Spare clothing.
- Any creams required for their child.

All creams must:

- Be clearly labelled with the child's name.
- Be used in accordance with parental instructions and setting procedures.

A nursery-owned nappy may only be used in exceptional circumstances.

7. Toileting Support

Children requiring support with toilet use will be assisted sensitively and discreetly.

Staff will:

- Encourage independence wherever possible.
- Support handwashing and hygiene routines.
- Respond promptly to requests for support.
- Respect children's privacy and dignity.
- Inform parents of any significant concerns.

Where a child has regular toileting needs beyond those expected for their age and stage of development, an Intimate Care Plan may be developed in partnership with parents.

8. Toilet Learning

TPAT recognises that children achieve continence at different ages and stages.

Toilet learning will be:

- Child-centred.
- Positive and supportive.



- Planned in partnership with parents and carers.
- Responsive to individual developmental readiness.

Staff will:

- Follow agreed routines between home and setting.
- Encourage children without pressure.
- Celebrate progress.
- Respond calmly to accidents.
- Never shame, punish or reprimand children for toileting accidents.

Parents and carers will be kept informed of progress and any concerns.

9. Children with Additional Needs

Where a child requires regular or specialist intimate care support:

- An Intimate Care Plan or Personal Care Plan will be developed.
- Relevant professionals will be involved where appropriate.
- Staff will receive any necessary training.
- Equipment and environmental adjustments will be identified.
- Arrangements will be reviewed regularly.

10. Recording and Communication

Routine nappy changing and personal care provided within nursery provision will be recorded using the setting's Daily Nappy and Personal Care Record (Appendix 1).

Parents and carers should be informed the same day where:

- A child has had an unusual accident.
- There has been a significant toileting concern.
- A child has required support outside normal arrangements.
- There are concerns regarding health, wellbeing or development.

Where a child has an Intimate Care Plan, records will be maintained in accordance with that plan.

11. Safeguarding

The following must be reported immediately to the Designated Safeguarding Lead (DSL):

- Unexplained bruising, redness, marks or injuries.
- Disclosures made by a child.
- Significant distress during intimate care.
- Unusual behavioural changes.
- Concerns regarding neglect, abuse or wellbeing.
- Any incident that gives rise to a safeguarding concern.

All concerns will be recorded and managed in accordance with the Trust Safeguarding and Child Protection Policy.

12. Review

This procedure will be reviewed alongside the Trust Intimate Care Policy and sooner where changes in legislation, guidance or operational practice require amendment.

Appendix 1:

Daily Nappy & Personal Care Record

[illegible]



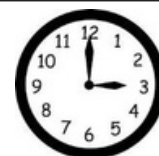
Appendix 2 Intimate Care Plan Template:



Intimate Care/Toileting Plan



Child's Name:		DOB:	
Person Drawing up plan:		NHS no:	
Date of Plan:		Review Due:	
Area of Need:			
What is to be done:			
<u>When:</u>			
<u>Where:</u>			
<u>How: (procedures to follow)</u>			
Special notes: e.g. access to toilet, equipment required, what are parents providing?			





Identified staff group to support

Has training been completed or is needed?



Date: July 2026