



Intimate and Personal Care Procedure

Aim

Highbury Primary School & Nursery aim to support children's care and welfare daily in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times, all children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

To maintain the child's privacy, most of these actions will take place on a one-to-one basis and wherever possible, will be supported by the child's key worker.

We wish to ensure the safety and welfare of the children during intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We will:

- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support, document completion

Parent Partnership

Highbury Primary School & Nursery will work closely with parents on all aspects of the child's care. This is essential for intimate care routines which require specialist training or support. If a child requires specialist support, we will arrange a meeting with the parents to discover all the information relating to this to enable the staff to care for the child fully and meet their individual needs.

Nappy Change Procedure

- Staff must wear disposable gloves and aprons when dealing with bodily fluids.
- Children will be changed at a designated nappy changing station.
- Children will not be left unattended in the changing station.
- Nappies will be removed, retaining any soiled matter within the nappy, and secured with the existing sticky tapes. The nappy will be placed into a nappy sack and then placed in the disposal bin provided.
- The child will be cleaned using baby wipes, wiping the genital area from front to back.
- Barrier cream will be applied if necessary and a clean nappy put on.

Toilet Training

Toilet training will be discussed with parents during the child's first visit and then again when this is appropriate. Potty training should be a fun time and never be stressful. Children will never be reprimanded for having 'accidents' at nursery and parents will always be given feedback at the end of their child's session.

Potties at nursery will be rinsed and washed after every use, using a disinfectant spray and disposable tissue.

Toileting

Children are always accompanied to the bathroom and supervised whilst using the toilet. Reassurance and praise are given when required. Children are then supported to wash their hands with soap and water and dried thoroughly.

Pre-school children may access the bathroom by themselves when they need to. This is to encourage independence and to get them 'school ready'.

Monitoring

If any marks, rashes or unusual bowel movements have been witnessed, staff will report this to the Nursery Manager or Admin Officer. This may be followed by a phone call to the parent. Nappy time changes are documented on Famly.

Policy Reviewed:	June 2026
Review Date:	June 2027

Nursery Manager:	Rebecca Frost
Admin Officer:	Angie Bayliss

Proud to be part of the **UNIVERSITY OF CHICHESTER ACADEMY TRUST**

The University of Chichester (Multi) Academy Trust is a company limited by guarantee, registered in England and Wales. Company number: 8595545.
Registered office: University of Chichester, Bishop Otter Campus, College Lane, Chichester, West Sussex PO19 6PE