

Early Years Personal Care Policy 2025-26



Written by/Updated by	A Blakey	Date	December 2025
Approved by	L Weber (Principal)	Date	12 February 2026
Next review due	December 2026		

We are committed to providing a high level of personal care for every child who attends our Early Years unit. We value each child as made in the image of God and therefore will treat each one with dignity and respect when attending to their personal care needs and seek to protect their right to privacy.

We will work with parents and carers to meet their child's personal care needs and will support them when they choose to potty train their child. Staff will liaise with parents about their child's progress and agree a plan outlining next steps towards managing their personal hygiene where necessary. Our hope is that most children in the setting will be able to use the toilet independently by age 4 and we will work with you in supporting them towards this goal. We will accommodate the parents' wishes where they may prefer to use reusable nappies for environmental reasons. Although we have a supply of nappies, pull-ups and spare clothes to be used in an emergency, parents are asked to provide nappies, wipes and spare clothes for their child as necessary.

Parents will be asked to sign an agreement when their child starts, giving their permission for staff to change their child as and when necessary. Staff keep a written record of each time they change a child's nappy or clothes. Any unusual bruising, soreness or marks, noticed when changing a child, will be recorded and reported to the Designated Safeguarding Lead.

Only staff or helpers who have been through the necessary safeguarding procedures will be allowed to take children to the toilet or change children. Wherever possible, the child will be changed by their key person, or a member of staff who is familiar to the child. Members of staff should communicate with each other before leaving the room to change a child or accompany them to the toilet. Single use disposable gloves and aprons should be worn when changing a child's nappy or dealing with any toileting accidents. The changing mat should be cleaned with disposable anti-bacterial wipes or spray after use and staff should wash their hands thoroughly when they have finished. Disposable nappies, gloves and aprons will be placed in a sealed plastic bag in the bin during the session, to be placed in the main dustbin by the cleaners after the session. Staff should use the nappy changing mat at ground level and avoid lifting children. Children are encouraged to be as independent as possible in being able to wipe themselves after using the toilet, and when being changed after a toileting accident. Information about changing children and the disposal of nappies is also covered in our setting risk assessment and safeguarding policies.

When changing nappies or dealing with any toileting accidents, staff will be mindful of needing to balance the need for privacy with safeguarding needs. Toilets used by children have low doors, enabling staff to view

over the top where necessary. The door to the toilet area from the main classroom is always kept open. When using the disabled toilet for changing nappies, the door will be left ajar.

Children will be closely monitored if they require a rest period in the middle of the day and any children who fall asleep will be checked regularly.

Parents will be contacted in the event of a child becoming ill or being sick during the course of a session. They will be supervised and kept apart from other children as far as is reasonably possible until they are collected. Parents are requested not to send their child into the setting if they are unwell, have a temperature or an infectious illness. Children who have been sick or had diarrhoea must not attend the setting until 48 hours after the last bout of sickness/diarrhoea. Please see also the TKS First Aid Policy.

Parents are asked to supply information regarding any dietary or medical needs their child may have, including allergies. These details are made available to all staff to ensure that children's requirements are met. Training will be provided for staff where the administration of medicine requires particular medical or technical knowledge. Medicines must not normally be administered unless prescribed by a doctor and must only be administered where written permission has been obtained from the child's parent or carer. Please see also our Early Years Food and Nutrition Policy and the TKS First Aid Policy.

If you have concerns about any aspect of the personal care given to your child, please speak to your child's key person or in their absence any other member of staff. In the event of more serious concerns, please speak to Adrienne Blakey, Head of Early Years.