



**Policy:** Nursery and Pre-school Intimate Care

**Policy reference no:** 57

**Date:** September 2025

**Person responsible for policy:** Stephen Dean, Chief Executive Officer

**Authorised by:** Board of Trustees

**Review date:** December 2027

This Policy applies to all schools within the Primary QuEST Multi-Academy Trust. Primary QuEST is a Church of England Trust which seeks to ensure all pupils flourish, together in a supportive and caring environment.

### **Flourishing together through LIFE**

Primary QuEST Nurseries and Preschool settings aims to support children's care and welfare daily in line with individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be 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.

We wish to ensure the safety and welfare of the children involved in 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.

Through the following actions we will endeavour to support all parties:

- Promote consistent and caring relationships through the key Person system in the setting and ensure all parents understand how this works.
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS (Disclosure and Barring Service) 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.
- Conduct thorough inductions for all new staff to ensure they are fully aware of all setting procedures relating to intimate care routines.

- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training.
- Working closely with parents on all aspects of the child's care and education. This is essential for intimate care routines which require specialist training support. If a child requires specific support, the setting will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.
- Ensure all staff have an up to date understanding of Safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner.
- The setting operates a whistle blowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the setting.
- The management team regularly conducts working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff, this includes intimate care routines.
- Staff will be trained in behaviour management techniques as applicable.
- The setting conducts regular risk assessments on all aspects of the setting operation and this area is no exception. The setting has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

### **CHILD NAPPY CHANGING**

- Gloves and aprons are provided for staff for which all staff must wear for nappy changing.
- Children are always treated respectfully, gently, sensitively and reassured at all times.
- Children are cleaned carefully and **thoroughly** with wipes (provided by parent)
- Parents are welcome to supply their preferred brand of nappy cream, for which staff can apply if requested by parent
- Staff always wash their hands well with soap and hot water after each nappy change.
- Nappies are always disposed of appropriately in the site nappy disposal units.
- Children are regularly checked throughout their entire Nursery Day, with checks noted and changed regularly when necessary.
- Nappy Changing Units and Mats are wiped down with anti-bac wipes between each nappy change.
- Staff are fully trained with regards to FGM – the signs to look out for and processes to follow (see Child Protection Policy).
- The children's privacy is considered and balanced with safeguarding and support needs when changing nappies.

### **TOILET TRAINING**

- Toilet Training is usually initiated by parents and carried out in nursery in accordance with their preferences.
- Staff occasionally suggest to parents that toilet training should be started when a child shows signs of readiness.

- The use of 'pull-ups' as an interim measure between nappies and pants is discussed with the parents as per their preference.
- The nursery does NOT permit parents to bring in their child's own potty/toilet seat to the nursery – for space, storage and hygiene reasons, however parents are reassured that the nursery provides low child-sized toilets in all areas.
- Staff work in close co-operation with parents, sharing information and updates to ensure the child's individual care and expectations expressed to them are consistent between home and nursery.
- Where a child is clearly struggling at nursery, staff will decide (on a day-to-day basis) whether it is appropriate to pop a nappy on the child, as part of our Duty of Care and to prevent unnecessary anxiety for the child. This will be discussed with the parent.
- Children who are toilet-trained are welcome to have a nappy popped on when they go to Sleep, and parents are requested to let us know when they feel the child is ready to sleep without a nappy on.
- The children's privacy is considered and balanced with safeguarding, and to ensure the team is able to provide required support during toileting.

### **TOILETING A CHILD**

- Staff give lots of reminders and suggestions to children newly out of nappies to use the toilet.
- Children are also reminded to tell us when they need to use the toilet.
- Children should be guided, sent or escorted to the toilet regularly during the course of the day.
- Staff give as much support, help, guidance and encouragement as is needed.
- Children are never chastised for accidents they have, but praised for their achievements and progress.
- Children are helped and reminded to flush the toilet.
- Children are asked or helped to wash their hands thoroughly afterwards.
- Staff wash their hands thoroughly after taking a child to the toilet or changing their soiled clothes

This policy is reviewed by the Trust Board on a two year cycle