

EYFS Nappy Changing and Toileting (Intimate care) Policy



Last reviewed: September 2025

Next review: April 2026

This policy applies to St George School Early Years pupils and staff, and includes breakfast club and after school clubs.

(Please note that the term 'parents' also relates to carers and those with legal guardianship of children.)

The Early Years Foundation Stage (EYFS, 2021) is the framework that provides the assurance that when parents choose to use early years services, that the provision will keep their child safe and support them to thrive.

In the EYFS at St George School children's safety is maintained as the highest priority at all times. Every attempt is made to ensure that the welfare of children is maintained at all times.

In EYFS at St George School we recognise that every child develops at different stages and we understand that some children will still be wearing nappies during their time in EYFS. We work in partnership with parents to ensure that each child's individual needs are met.

We expect parents to provide nappies in a clearly labelled bag along with changes of clothing. Wipes are provided by school and unless parents provide specific ones that they require the use of, then staff will use school supplied wipes when cleaning a child.

It is the responsibility of all EYFS staff members to notice, and where appropriate change, a child's soiled nappy immediately in order to ensure that they do not become sore or discomforted in any way. If a member of staff that the child is familiar with and used to be changed by is available, then this member of staff will change the nappy. Where this is not possible, then any EYFS staff member can change the nappy, to prevent sores or discomfort to the child.

All staff members will use the designated changing area in the Pre Nursery toilets which will be thoroughly cleaned with antibacterial spray after each use. Whilst dealing with any toileting incidents all staff members will wear gloves which they will dispose of in a secured nappy sack. All used nappies will be disposed of in the nappy bin provided, which will be emptied by cleaning staff on a daily basis.

Procedure for changing a nappy:

- Escort the child to the bathroom area.
- All staff members will wear gloves.
- Place the child on the changing mat or changing table and undress.
- All staff members to use the child's own labelled nappies.
- All wastage will be disposed of immediately into a nappy bag that is secured.
- Nappy bag and contents placed in the nappy bin provided.
- Dress the child (new clothing if necessary) and lift down from the changing table.
- Assist the child to wash hands using soap and water and dry with paper towels.
- Staff members will also wash hands using soap and water and dry with paper towels.
- Escort the child from the bathroom area.
- Record on Nappy sheet - name of child, time and type of nappy (wet, soiled, dry) and sign sheet.
- Staff members will use antibacterial spray and paper towels to clean the changing area and mat ready for use by the next child.

During the nappy changing, staff members should interact with the child, and if they are upset, staff will reassure and comfort them. Praise will be given verbally throughout the nappy changing experience.

Children will never be left on the changing mat unsupervised.

Children in nappies should be checked and have a wet or soiled nappy changed at the following times in the day:

- Throughout the morning (before going to lunch)
- Before sleep time
- After sleep time
- During the afternoon (before snack time)

Daily nappy changing records to be shared with parents on Tapestry by a designated member of staff. Parents to be informed when collecting, or by email, of any significant or unusual changes to nappies and toileting.

Procedure for children that are going through toilet training:

- Staff to liaise and work with parents when children start to be toilet trained to agree a set procedure for supporting toilet training in school e.g. the frequency with which the child is taken to the toilet.
- Escort the child to the bathroom.
- If a child has had a toileting accident the soiled clothes will be removed and placed in a nappy bag immediately. Clean, dry clothes will then be put on the child, preferably their own clothes that have been provided by home.
- The child will be cleaned thoroughly using wipes.
- Staff will assist the child to sit comfortably and safely on the toilet.
- Once the child has finished, staff will help the child to get down from the toilet and wipe the child clean.
- Staff will encourage the child to dispose of the toilet tissue and flush the toilet.
- Staff will assist the child to wash hands using soap and water and dry with paper towels
- Staff members will also wash hands using soap and water and dry with paper towels.

Whilst children are learning how to use the toilet and going through toilet training, staff members will interact with the child, and if they are upset, reassure and comfort them. Praise will be given verbally throughout toileting, and accidents will never be reprimanded.

Progress and/or any concerns will be regularly shared and reviewed with parents through verbal conversation and / or emails.

Procedure for children that are able to use the toilet:

- Children who are confident in using the toilet will be allowed to do so independently using the designated EYFS toilets located in each of the classrooms.
- Toileting will be overseen by a member of staff.
- Staff members will ensure that children have correctly 'wiped' themselves and where appropriate assist with this.
- Staff members will ensure that children place toilet paper in the toilet and then flush the toilet.
- Staff members will monitor that children are correctly washing and drying their hands.
- If staff members have to assist a child on the toilet, the staff member will wash and dry their hands thoroughly.

'Accidents' will be dealt with calmly, sympathetically and in a way which does not make the child feel that they have done anything wrong.

All staff members that are required to change nappies and encourage toileting will have undergone a valid safeguarding check.

Volunteers or students on placements in school can not change nappies, supervise toileting or change a child if they have had a 'toileting accident'.

Staff members are required to keep the main doorway leading into the toilets and changing area unlocked and accessible at all times (unless a specific reason prevents this in which case a second member of staff will be present.)

Toileting progress and/or any concerns will be regularly shared and reviewed with parents through verbal conversation and / or emails.

Policy written on: July 2024

Policy written by: Lucy Bailey, Early Years Lead

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