

*Live Life in All its Fullness, John 10:10*



# **Heartwood Church of England VC Primary and Nursery School**

## **Nappy Changing Policy**

Agreed by the Governing Board September 2026

Review Date: September 2027

## Aims

We aim to support children's care, welfare and individual needs on a daily basis. All children need access to familiar and consistent carers who can provide appropriate support, helping them to develop confidence, independence and self-assurance.

Schools must not discriminate against or disadvantage disabled children or children with special educational needs who are not toilet trained when they enter school. This is consistent with the principles of the Equality Act 2010, which defines a person as disabled where they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

The Children and Families Act 2014 places a statutory duty on schools to make appropriate arrangements to support pupils with medical conditions, including their physical and mental health needs. Medical conditions may include bladder and bowel difficulties.

Where a child requires support with toileting or personal care, the school will work in partnership with the child and their parents or carers to identify and implement appropriate arrangements. Support will be provided sensitively, respectfully and in accordance with the child's individual needs, promoting dignity, privacy and independence wherever possible.

## Nappy Changing

Children will have their nappies changed according to their individual needs and requirements. The school will work in partnership with parents and carers to ensure that information relating to nappy changing, toileting and toilet training is shared appropriately between home and school. This will help to ensure consistency and support the child's development towards greater independence.

Where appropriate, the school and home will use resources and guidance from the Eric The Children's Bowl and Bladder Charity [Information and advice - ERIC](#)



The safety, dignity and welfare of every child will be prioritised throughout nappy changing and personal care routines. Children will be treated with respect and their privacy will be maintained wherever possible.

The school will also ensure that staff undertaking nappy changing and personal care are appropriately supported and have the necessary guidance, training and resources to carry out their duties safely, confidently and in accordance with the school's safeguarding procedures.

## The Nappy Changing Procedure

These procedures are in place to ensure the safety, dignity and wellbeing of both the children in our care and the members of staff supporting them.

- Children in Nursery will be changed on a clean, soft changing mat and will never be changed directly on the floor.
- Children in Reception and above will be changed in a standing position, unless stated in their Individual Healthcare Plan.
- Parents and carers are asked to make reasonable effort to ensure that their child arrives at school with a clean and dry nappy, pull-up or underwear. Where a child requires changing on arrival, this will be attended to promptly.
- All children will be changed whenever required according to their individual needs. As a minimum, children will be checked and changed during the morning and afternoon.
- If a child soils their nappy, pull-up or underwear, they will be changed immediately. If a child refuses to be changed, staff will respond sensitively and appropriately. Parents or carers will be contacted to discuss the situation and agree the most appropriate way to support the child. When necessary parents may be needed to support.
- There is no legal requirement for two members of staff to be present when a child is receiving intimate or personal care. Normally, one appropriately trained member of staff will carry out a nappy change, in accordance with the school's safeguarding and intimate care procedures.
- Only staff who have the appropriate safeguarding training, including a valid DBS check, will undertake nappy changing. Staff will receive appropriate guidance and training in the school's nappy-changing and personal care procedures before undertaking these duties.
- When changing a nappy, staff must wear a disposable apron and disposable gloves. These must be removed and disposed of appropriately after each nappy change, with fresh PPE used for every subsequent change.
- The changing mat and any other surfaces or equipment used during the changing process must be cleaned and disinfected appropriately after every nappy change.
- Staff must wash their hands thoroughly with soap and water after every nappy change and follow appropriate hand-hygiene procedures.
- Where appropriate and where the child is able to do so, children will be encouraged and supported to wash their hands following a nappy change. This promotes good hygiene habits and supports children to develop independence in their personal care.
- Staff will record nappy changes and any toileting or personal care accidents on the Intimate Care Record Sheet located in the changing area (Appendix 2). Parents or carers will receive a paper slip informing them of any nappy changes or accidents at the end of the school day.

### **Toilet Trained and Training**

Where a child is able to meet their own toileting needs, staff will encourage and support the child to use the toilet independently, according to their age, developmental stage and individual ability. They will ensure:

- The child is comfortable, clean and dry and will remind and encourage them to wash their hands afterwards.
- Where a child requires support with changing, the member of staff will explain to the child that they need to be cleaned and changed into dry clothing. Staff will explain each stage of the process in an age-appropriate and reassuring manner, ensuring that the child understands what is happening and feels comfortable and supported.

- Appropriate disposable PPE, including gloves and an apron will be worn where required. If the child is unable to manage independently, the member of staff will carefully remove any wet or soiled clothing and provide appropriate support with cleaning.
- Staff will encourage the child to participate in their own care wherever they are able to do so, including helping to remove clothing and dress themselves.
- Staff will communicate calmly and respectfully with the child and explain what they are about to do before providing support. The child's dignity, privacy and individual needs will be respected at all times.
- Wet or soiled clothing will be placed in a suitable bag and sent home with the child at the end of the day.
- After supporting the child, the member of staff will wash their hands thoroughly using liquid soap and running water and dry them with a disposable paper towel. The child will also be supported and encouraged to wash their hands using liquid soap and warm running water before drying them with a disposable paper towel.
- Once the child is clean, dry and comfortable, they will be supported back to their learning.

### **Working with Parents/Carers**

We will work in partnership with parents and carers when developing and reviewing a child's individual nappy changing and toileting routine. Consistent communication between home and school will help ensure that the child receives appropriate support and develops confidence and independence.

- Advice and support will be provided, where appropriate, using guidance from 'Eric- The children's Bowel and Bladder Charity'. The schools Family Support Worker

may also provide additional support to children and families to promote toilet training and independence.

- Parents and carers will be asked to provide written consent for their child to receive nappy changing and intimate care at school (see Appendix 1).
- When a child has a disability, special educational need or medical condition that affects their personal care or toileting needs, an Individual Healthcare Plan (IHCP) will be developed where appropriate. This will be completed by the SENCO in partnership with the child, parents/carers and relevant professionals. The school use the ERIC Individual Healthcare Plan resources to support this process <https://eric.org.uk/individual-healthcare-plan/>
- When a child first starts at Heartwood, parents and carers will be asked about their child's toileting and continence needs, including whether they are toilet trained and whether they require any additional support.
- Parents and carers are responsible for providing an appropriate supply of nappies or pull-ups, wipes, disposal bags, spare underwear and a change of clothing. If a child does not have the necessary supplies, school staff will contact the parents or carers to request that these are provided.
- Parents and carers should ensure that children who require continence products arrive at school wearing an appropriate nappy, pull-up or protective underwear. This should continue until the child is able to manage their continence reliably or an alternative arrangement has been agreed with the school.

- If a child refuses to have their nappy changed or becomes significantly distressed, staff will respond calmly and sensitively. Parents or carers will be contacted to discuss the situation and where appropriate, may be asked to attend school to support their child.

## **Achieving Continence**

The school will encourage and support children to develop toileting independence when they show signs that they are ready. This will be approached positively and sensitively, recognising that every child develops at their own pace.

To support children in achieving continence, staff will:

- work in partnership with parents and carers to establish consistent approaches between home and school;
- use positive encouragement, praise and reassurance;
- model appropriate toileting and hygiene routines;
- provide appropriate opportunities for children to practise and develop their independence;
- recognise and respond to each child's individual developmental needs;
- maintain positive and realistic expectations for all children, while making reasonable adjustments where required; and
- use nappy changing and toileting routines as opportunities to promote confidence and increasing independence.

Nappy changing and toileting routines will be carried out in a calm, respectful and supportive manner. Children will be encouraged to participate in their own personal care wherever they are able to do so, helping them to develop the skills and confidence they need to become increasingly independent.

## Appendix 1- Intimate Care- Permission form



### Intimate Care – Permission Form



#### Pupil's Personal Details

Full Name:

Date of Birth:  /  /

Parent/Carer name:

Address:

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care  
(if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the  
school immediately if there are any concerns.

Signature

Name:

Relationship to child:

Date:  /  /

## Appendix 2- Intimate Care Record Sheet



## Intimate Care - Record Sheet

|                                                      |
|------------------------------------------------------|
| <b>Pupil's Details</b>                               |
| <b>Full Name:</b> <input type="text"/>               |
| <b>Names of staff involved:</b> <input type="text"/> |

[illegible]