



Intimate Care and Changing of a Child

This policy applies to the whole school including EYFS

At Annemount we expect children to be fully toilet trained prior to starting school.

In school, toilet training is a self-care skill that children have the opportunity to re-enforce with the full support and non-judgemental concern of the school staff.

This policy sets out the procedures and requirements involved when assisting young children in toileting and changing.

Assistance with Toileting

Our very young children may need assistance and reassurance when toileting.

The adult's role is to reassure the child verbally, instructing them on the process.

- Tear and fold the paper from the dispenser.
- Lay it flat. Avoid scrunching – the idea is to cover as much of the bottom as possible.
- Reach for the bottom.
- Wipe from front to back. An especially important step for girls.
- The clean test. Check the paper to see if it's clean and drop into the toilet.
- Keep wiping until clean. Repeat the above until the paper looks clean.
- Flush the toilet.
- Wash your hands.

Where an adult may have to assist with wiping, the same health and safety points above should be in place.

- The child should be asked if they require help.
- Disposable gloves should be worn.
- A second adult should be within sight or hearing.
- Consideration of light pressure should be made when wiping.
- Gloves should be disposed and wash hands after.

Changing clothes after an accident

In the event a child requires assistance in changing their clothes, adult help or supervision will be offered. In order to ensure high standards of care and safety, the following guidelines must be followed.

- All members of staff must inform another member of staff in the setting prior to taking a child to be changed or to use the toilet.
- It is recommended that two adults are present when changing or assisting a child; at a minimum, a second adult should be within sight or hearing of the changing area.
- The child should be made to feel comfortable, respecting their dignity and modesty, and consideration should be made for the child's wellbeing and self-confidence at all times.



- The changing area is a warm and safe place, either the toilet cloakroom or within the classroom, but not in view of other children where it could be deemed degrading, for example, within the classroom where other children continue to learn.
- Staff should ensure that assistance in changing is relaxed and allow time to promote independence.
- Staff are considerate when changing; avoid negative facial expressions or making negative comments.
- Disposable gloves and apron are to be worn and the area prepared where necessary e.g. prepare spare clothes, a bag for soiled clothes and a waste bag.
- Allow the child to undress themselves giving assistance when necessary.
- If a child has soiled themselves and needs assistance in cleaning themselves, use wet wipes, clean the soiled area, and place soiled wipes into a bin bag.
- In the event the child has soiled around the genitals, ensure cleaning is from front to back.
- Once the child is clean, guide them to dress themselves, helping where necessary.
- If the child's clothes are soiled, bag them separately and send them home.
- Remove gloves and apron and place them in the bin bag. Wash and dry your hands.
- Reassure the child.
- Encourage the child to wash their hands, if necessary.
- Take the child back to their classroom, ensure they are settled. It may be the child is unwell and experience stomach issues. If this is the case, they should not return to the classroom instead to the Sick Bay until parents have collected.
- Return to the changing area and, where necessary, clean the area using anti-bacterial spray and then wash and dry your hand once more.

Nappy and Pull-Up Pants Changing

- It is recommended that two adults are present when changing or assisting a child; at a minimum, a second adult should be within sight or hearing of the changing area.
- The child should be made to feel comfortable, respecting their dignity and modesty, and consideration should be made for the child's wellbeing and self-confidence at all times.
- The changing area is a warm and safe place, either the toilet cloakroom or within the classroom, but not in view of other children where it could be deemed degrading, for example, within the classroom where other children continue to learn.
- Staff are considerate when changing; avoid negative facial expressions or making negative comments.
- Disposable gloves and apron are to be worn and the area prepared where necessary e.g. prepare new nappy, nappy bag is to hand.
- Ask the child to lie down on their back onto the changing mat.
- The adult should sit or kneel next to the child in order to feel comfortable while changing.
- Remove clothing on the lower part of the body to gain access to the nappy/pull up.
- Remove the nappy or pull up by opening or tearing the side tabs.
- Dispose of the nappy in the nappy bin.
- In the event the child has soiled around the genitals, ensure cleaning is from front to back.
- Using baby wipes, girls should be cleaned from front to back, boys should be cleaned around the testicles and penis, but there's no need to pull back their foreskin.
- Once the child is clean, place a new nappy or pull-up on with care, ensuring the child is comfortable once on.



- This is an opportunity for children to be guided to then dress themselves, helping where necessary.
- If the child's clothes are soiled, bag them separately and send them home.
- Assist the child to stand up from the changing mat once finished. The adult should then stand to avoid falling onto the child.
- Remove gloves and apron and place them in the bin. Wash and dry your hands.
- Clean the changing mat using anti-bacterial spray and then wash and dry your hand once more.

Application of sunscreen

- Parents are advised to apply sunscreen at the start of the school day before the child arrives at school.
- Where a parent has requested a second application of sunscreen be applied during the school day, this must be in writing either by email or Seesaw.
- Staff applying sunscreen must be considerate of the child's needs, wishes and modesty.
- A second adult should be within sight or hearing when applying sunscreen.
- Follow the guidance on the bottle.
- The child must be encouraged to wash their hands first before applying sunscreen.
- Adults must also wash hands prior to helping.
- Sunscreen must only be applied to uncovered bare skin. Clothing should not be removed.
- The staff member should apply the recommended amount of sunscreen onto the hands and/or bare arms of the child and the child must be encouraged to rub it in themselves covering all areas.
- In very young children, the staff member may need to assist in covering the arm. No pressure must be applied when assisting.
- When applying to the face, follow the guidance on the bottle, for example, a small amount should be placed onto fingertips and gently applied to cheeks, forehead and face – avoiding eyes, ears, nostrils and mouth.
- No other child may use another child's lotion.

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