



## Star Academy Sandyford

Burnaby Road T 01782 235055  
Sandyford F 01782 235056  
Stoke on Trent E [office@staracademy.atrust.org.uk](mailto:office@staracademy.atrust.org.uk)  
ST6 5PT W [www.staracademy.atrust.org.uk](http://www.staracademy.atrust.org.uk)

### EARLY YEARS INTIMATE CARE PROCEDURES

This procedure has been devised in response to the increasing number of children entering the Early Years not toilet trained. It sets out the processes we will follow when nappy changing and in the case of a child accidentally wetting or soiling him/herself.

All parents are asked to provide spare clothes in a bag if their child is not toilet trained.

We are an inclusive school and do admit children who are not fully toilet trained but we feel that it benefits the child if he/she is out of nappies or at least working towards this by the time they start school.

When in school, where possible, we expect children to be toilet trained. Throughout the school day, all children will visit the toilet as a class. As part of the Early Years Curriculum, at the end of Reception, children are expected to show some element of independence in managing their own self-care needs. With this in mind, staff will take the children to the toilet and encourage them to use it unless there are medical reasons linked to this. Children will be encouraged to use appropriate underwear as part of the toilet training process when ready.

Parents are made aware that the early years team are on hand to offer advice on how to toilet train and are put into contact with relevant support if wanted. Parents are also asked to inform us of any medical condition which requires their child to need a nappy.

Parents are required to sign the relevant permission page in their child's journal which gives consent for personal / intimate care procedures to take place.

## Questions and Answers

- **Who will change the nappy/wet/soiled clothing?**

The early years support staff

- **Where will changing will take place?**

In the disabled toilet, on a fully equipped changing mat.

- **What resources will be used?**

A changing mat, aprons, gloves, blue roll paper, antibacterial wipes, nappy sacks, nappies, baby wipes.

- **How will the nappies will be disposed of?**

Put in a nappy sack and in the nappy macerator.

- **What infection control measures are in place?**

Staff will wear disposable gloves and aprons while dealing with the incident. Blue roll paper will be put on the changing mat. Changing area will be cleaned after use. Hot water and liquid soap is available to wash hands as soon as the task is completed. Paper towels are available for drying hands.

- **What will the staff member do if the child is unduly distressed by the experience?**

Staff will comfort and reassure the child, talk through what they are doing and ensure the change is complete swiftly to ensure the stress is not prolonged.

- **What will the staff member do if he/she notices marks or injuries on the child?**

Follow the school safeguarding policy and report it to the nominated safeguarding officer and the Early Years Manager.

### *We ask that parents:*

- agree to ensure that their child is changed at the latest possible time before being brought to the setting/school
- agree to providing the setting/school with spare nappies, wipes and a change of clothing
- read the intimate care procedure, understand and to follow the process when their child is changed at school.
- agree to inform the setting/school should the child have any marks/rash

*The school will:*

- agree to changing the child during a single session should the child soil themselves or become uncomfortably wet.
- agree to monitor the number of times the child is changed.
- agree to report should the child be distressed, or if marks/rashes are seen.

