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NURSERIES
LYNGFORD PARK

'Believe. Achieve. Be Proud.'

Lyngford Park Primary & Nursery School

Intimate Care Policy

Signature *N. Arnold*

Headteacher

Date: 12th January 2026

Signature *F Forsyth*

Chair of Governors

Date: 12th January 2026

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1. Policy Statement

Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them.

At Lyngford Park Nursery and preschool we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally.

Nursery staff must be responsive to children's needs, whilst maintaining professionalism. At times children need to be cuddled, encouraged, held and offered physical reassurance. At Lyngford Park Nursery, staff use positive handling to provide comfort and reassurance, emotional support, care routines, first aid and toileting support as such intimate care routines are essential throughout the day to meet the children's basic needs.

2. Aims

The key person system enables staff to build a warm and personal yet professional relationship, with the children in their care and their families. This friendly contact enhances the quality of care for each child, enabling secure attachments to form. Wherever possible, each child's key person will manage the personal care of the child including changing nappies and clothes. This allows the feelings and privacy of the child to be valued and respected. First aid treatment must be carried out by a qualified first aider.

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

3. Procedures

Our procedures meet best practice identified by the Health Protection Agency (2011) in 'Best practice advice for nurseries and childcare settings'.

At Lyngford Park Nursery, we:

- Promote consistent and caring relationships through our key person system and ensure parents/carers understand how this works
- Ensure all intimate care tasks are carried out only by members of staff (and that all members of staff have suitable enhanced DBS checks)
- Ensure that students only change nappies with the support and close supervision of a qualified member of staff (and that all students have suitable enhanced DBS checks)
- Ensure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted
- Train all staff in the appropriate methods for intimate care routines and arrange 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 nursery procedures relating to intimate care routines
- Follow up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Ensure all staff have an up-to-date understanding of safeguarding, child protection, and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the Child Protection Policy
- Operate a Whistleblowing Policy to help staff raise any concerns about their peers or managers; and help staff develop confidence in raising worries as they arise in order to safeguard the children in the nursery
- Conduct 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.
- Conduct regular risk assessments on all aspects of the nursery operation including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved. (See risk assessment documentation).

We work closely with parents/carers on all aspects of the child's care and education as laid out in the 'Parents and Carers as Partners' policy. This is essential for intimate care routines that require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent/carer (and where appropriate with other professionals such as medical professionals) to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs. Information about nappy changing and toilet training is shared between staff and parents/carers in a way that suits the parents/carers and meets the child's needs enabling consistent practice to be shared both in the nursery and in the home.

Staff changing nappies will:

- Ensure that no child is ever left unattended during the nappy changing time
- Use a new disposable apron and a new pair of gloves for each nappy change
- Always wash their hands before and after each nappy change
- Use changing mats that have a sealed plastic covering and frequently check for cracks or tears. If cracks or tears are found, the mat is discarded.
- Place disposable towel/roll on top of the changing mat for added protection;
- Clean, disinfect and dry mats thoroughly before and after each nappy change and discard disposable towel/roll after each nappy change
- Ensure they have all the equipment they need and access to fresh water *before* each nappy change
- Store clean nappies in a clean dry place
- Place soiled nappies in a 'nappy sack' before being placed in the bin.
- Use appropriate bins and regularly empty them, placing the waste in an appropriate waste collection area.
- Ensure that for any non-prescription cream for skin conditions e.g. Sudocrem, each child has their own creams and lotions. These are to be supplied by the parent/guardian and must be clearly labelled with the child's name. Prior written permission must be obtained from the parent/carer. When applying creams for rashes, a gloved hand will be used.

- Ensure nappy changing, toileting, changing and medical support takes place in the designated area which is separate to food preparation and serving areas and children's play areas;
- Provide an open toileting and changing area and inform another member of staff that they will be changing a child's clothing, nappy or toileting a child
- Maintain accurate toileting records
- Ensure that the nappy changing area is as inviting as possible
- Use this time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change

If any parent/carer or member of staff has any questions, concerns or questions about intimate care procedures or individual routines please see the Early Years Lead or Nursery teacher at the earliest opportunity.