



Gilberdyke Primary School

EYFS Intimate care procedures

At Gilberdyke Primary School we respect children's privacy and as such we ensure that an intimate care plan is followed by all members of staff when needing to change children.

- Gloves to be put on
- Equipment will be kept on the window ledge in the secure cupboard next to the toilet area, including gloves and wipes
- Child will be supported to change in a toilet cubicle or by an adult on the changing mat. If a child is able to stand to be changed (even if wearing a nappy) they will be encouraged to clean themselves with supervision and clear guidance. If the child is on the toilet then the adult will stand in the doorway of the cubicle whilst guiding/supporting them through cleaning themselves
- If changing a nappy, clean child's bottom using wipes (may be provided by home or school) - use cream if needed (with parent's permission)
- Dispose of wipes in a nappy sack and place in the yellow refuse bag within the sealed bin unit
- Put clean nappy/pants on and redress child – If child is able to dress themselves, encourage this but support them if needed
- Wipe the Mat/changing unit/toilet/plinth using antibacterial wipes
- Dispose of gloves in the yellow refuse bag within the sealed bin unit
- Children are not to be left on the changing mat/plinth whilst staff dispose of equipment or fetch equipment.
- Nappy/pants change reported to the teacher in order to inform parent/carer at the end of the session
- Children to be taken into toilet area to wash their hands as staff wash theirs
- If child has an ECHP and toileting is part of their daily support then this procedure does not need reporting to parent as it is part of their daily routine and intimate care needed to meet the needs set out in the plan. If they have needed to be changed then this information will be verbally given to parents