



# GIGGLESWICK SCHOOL

## Mill House Personal Care Policy

Lead Author(s)	Pre-School Manager
Reviewed by	Headmaster Bursar Head of the Prep School
Last review	August 2025
Review frequency	Annually
Next review	August 2026
Policy Type	Statutory



## **Personal Care**

### **(Nappy Changing/Potty Use/Toileting/Hand washing/Nose Blowing)**

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We have a changing area within the Pre-school and make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. For children who do use a potty/toilet, support and assistance from adults is provided as required.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults. It is also an opportunity to teach children the procedures and importance of personal hygiene and is part of the Learning & Development requirements.

All EYFS Policies are written in line with guidance from relevant Government EYFS Documentation including but not limited to:

- Early Years Statutory Foundation Stage Framework (Sept 25)  
[https://assets.publishing.service.gov.uk/media/687105a381dd8f70f5de3ea9/EYFS\\_framework\\_for\\_group\\_and\\_school\\_based\\_providers\\_.pdf](https://assets.publishing.service.gov.uk/media/687105a381dd8f70f5de3ea9/EYFS_framework_for_group_and_school_based_providers_.pdf)
- Development Matters (Sept 23) [https://assets.publishing.service.gov.uk/media/64e6002a20ae890014f26cbc/DFE\\_Development\\_Matters\\_Report\\_Sep2023.pdf](https://assets.publishing.service.gov.uk/media/64e6002a20ae890014f26cbc/DFE_Development_Matters_Report_Sep2023.pdf)
- Early Years qualification requirements and standards (Sept 25)  
[https://assets.publishing.service.gov.uk/media/6870ede610d550c6668de3e81/Early\\_years\\_qualification\\_requirements\\_and\\_standards\\_document\\_2025.pdf](https://assets.publishing.service.gov.uk/media/6870ede610d550c6668de3e81/Early_years_qualification_requirements_and_standards_document_2025.pdf)
- Early Years Profile Handbook (Nov 24)  
[https://assets.publishing.service.gov.uk/media/6747436ba72d7eb7f348c08b/Early\\_years\\_foundation\\_stage\\_profile\\_handbook.pdf](https://assets.publishing.service.gov.uk/media/6747436ba72d7eb7f348c08b/Early_years_foundation_stage_profile_handbook.pdf)
- KCSIE 2025 (July Version, full implementation Sept 25)  
[https://assets.publishing.service.gov.uk/media/686b94ee1a249e937cbd2d/Keeping\\_children\\_safe\\_in\\_education\\_2025.pdf](https://assets.publishing.service.gov.uk/media/686b94ee1a249e937cbd2d/Keeping_children_safe_in_education_2025.pdf)
- SEND Code of Practice 0-25 Years (Jan 2015m updated 2024)  
[https://assets.publishing.service.gov.uk/media/5a7dcb85ed915d2ac884d995/SEND\\_Code\\_of\\_Practice\\_January\\_2015.pdf](https://assets.publishing.service.gov.uk/media/5a7dcb85ed915d2ac884d995/SEND_Code_of_Practice_January_2015.pdf)

### **Procedures**

- All staff are aware of the children in their care who are in nappies or 'pull-ups'.
- Parents are asked to provide nappies or 'pull ups', wipes and nappy bags and give any personalised information relating to their child with regards to changing. A note is taken of any loose bowel movements or redness to sacral area.
- The changing area is warm and there are safe areas to lay young children on to change them.
- Gloves/apron are used during the changing of a soiled nappy/soiled pants and clothing
- The changing tray is sanitised with antibacterial cleaner after each use.

- Health and safety guidelines are observed at all times when using the changing unit. UNDER NO CIRCUMSTANCES IS A CHILD EVER LEFT UNATTENDED ON THE CHANGING TABLE – EVEN FOR A SECOND.
- Children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- All children (in nappies/pull ups or who use the toilet) should be encouraged to wash their hands using the hand washing facilities in the bathroom area. They are given time to explore and play with the soap and water. This will be modelled throughout the day, along with pictorial instructions, songs and rhymes.
- Adults should support children to follow the various steps of handwashing as illustrated on the bathroom wall
- All children's personal hygiene awareness should be encouraged with regards to hand washing.
- Perfume-free, hypoallergenic foam wash products are used to wash hands.
- Adults are gentle when changing nappies/dirty pants; they will avoid pulling faces and making negative comments about 'nappy/pant contents'.
- Adults do not make inappropriate comments about children's genitals when changing nappies/supporting a child using the toilet.
- Children access the toilet when they have the need to and are encouraged to be independent.
- Adult assistance is given to a child using the toilet as required e.g. wiping.
- Adult should call for another member of staff to witness nappy change/pants and clothing if faeces remain around boys genitals/girls labia area whilst completing clean.
- Changing takes place in a designated area which provides privacy from other children but is suitably visible to all staff (the door is always open). This ensures the dignity of the children and provides safeguards to support staff/children. Wherever practically possible, changing will be witnessed by a second member of staff.
- Nappies and 'pull-ups' are disposed of hygienically. Nappies or pull ups, wipes etc are bagged in a nappy bag and are put in the nappy bin for disposal. See directions for use of nappy bin. Cloth nappies and ordinary pants that have been wet are double bagged. Waste from soiled cloth nappies is removed and disposed of appropriately i.e. flushed down toilet. The cloth nappy is double bagged for the parent to take home.
- If a child is left in wet or soiled nappies/'pull ups'/pants in the setting this may constitute neglect and will be a disciplinary matter. Settings have a 'duty of care' towards children's personal needs.
- Staff will seek guidance from parents on children toileting routines, and terminology to aid in toilet training. Frequent checks will be made to determine if and when nappy changes are needed.
- Staff are made aware which children are in nappies and will keep a log in the 'Intimate Care Log' for each nappy change. The log is kept in the bathroom room noting when nappies are changed and detailing any intimate care that has been carried out.

- Staff should log date/time/practitioner when any personal care has been administered, including cream applied, appropriate checks in intimate areas (eg after potential injury), wet/soiled clothes changed and children cleaned.
- Children who wet/soil pants and clothing will be cleaned up and changed. Wet/soiled pants and clothing will be double bagged for parents to take.
- A note to parents will be attached to the bag, stating, when, where, what, why and by whom the change was carried out.
- Potties will be thoroughly cleaned and disinfected after use. Sinks will also be cleaned as required.
- Potties are located in a designated area that is away from the group provision so as to provide privacy for pupils, this supports their development towards the use of the toilets and preserves dignity.
- Toilets are accessible and open to children at all times.
- The setting will ensure there is adequate number of toilets and hand basins available, designed with children in mind.
- The toilet area is cleaned daily by Domestic staff, and kept on top of throughout the day by EYFS practitioners.
- All staff should make sure the toilets are cleaned when visibly dirty and assure toilet paper, hand towels (disposable avoiding cross infection) and soap are always available. If items are not in stock staff should contact Facilities Department.
- Children will be encouraged to develop an awareness of hygiene with regards to hand washing before eating/after outdoor play/handling animals.
- Children are encouraged to be aware that when coughing/sneezing they should place their hand/crook of elbow over their mouth/use a tissue.
- The child should be encouraged to dispose of used tissues appropriately, in lidded bins i.e. in the bin (blow/wipe/bin), and wash their hands. The NHS slogan 'catch it, bin it, kill it' will be displayed and communicated.
- Regular group discussions/songs/modelled activities should take place giving children the opportunity to learn about good hygiene. These will happen more frequently during the beginning of the Autumn term, transition weeks, to build a level of good practice with all children and staff in the setting. A good level of hygiene should become the 'norm'.
- Intimate care PPE expectations will be communicated to all staff and will be displayed in the changing areas.
- Staff safety will be considered and training/guidance provided to support and safeguard staff when lifting children/working at low levels to change children. (Prevention of Musculo skeletal Disorders in the Early Years Workforce) - Risk assessed

Other documents to refer to relating directly to this policy –

- Changing Nappy Procedure – A practitioners guide
- Operating Changing Table
- Statutory Framework for EYFS Sept 2025
- [Prevention of Musco skeletal Disorders in the Early Years Workforce](#)

Reviewed by: Tom Fremlin, Pre-school Manager

Review period: Annual

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## Changing Nappy Procedure

- Ensure you have all you need before you start!!
- Refer to Changing table guidelines when in use
- Wear gloves
- Change child's nappy quickly and efficiently
- Use wipes for wet and dirty nappies
- Wipe from the front to back
- Following initial cleaning with baby wipes, if faeces remains around boys genitals (never pull foreskin back) or girls labia area, ensure 2 members of staff are present to witness nappy change.
- Place all nappies in a nappy sack and place in bin
- Wipe down the mat after every change with antibacterial cleaner
- Always wash your hands and encourage the child to wash their hands thoroughly after each nappy change

Remember – Changing a nappy can be an ideal opportunity for lots of one to one communication with a child. Use lots of facial expressions with the child. As appropriate talk about a potty, the toilet and hand washing etc.

