



MERRYLANDS
PRIMARY SCHOOL AND NURSERY

Intimate Care and Changing Policy

Review: January 2026

Procedures

All staff carrying out intimate care/changing of children in the school must be aware and follow the procedures and advice outlined below:

Any adult involved in intimate care should be a member of the school staff, not a volunteer or parent helper. Whilst a member of school staff provides the intimate care, supply staff are able to be the second adult in attendance providing they are familiar to the child and do not need to provide the intimate care. All staff must be familiar with and follow the Intimate Care and Changing Policy.

Ensure they are aware of the Child Protection Policy and procedures in place within the school. If concerned about a child's actions or comments whilst carrying out intimate care/changing, staff should record this on CPOMS and discuss with a designated safeguarding lead.

Children in Key Stage 1 and Key Stage 2 who need changing during lesson time or morning break or lunchtime due to a toileting accident should be changed in the medical room or nearest appropriate toilet or the disabled toilet to allow for privacy and/or supervision.

Children in Early Years Foundation Stage (Nursery and Reception) who need changing during their school day due to a toileting accident should be changed in the most practical location which may be the disabled toilet or classroom toilets to allow for privacy and/or supervision.

Use the nature of the accident/incident and the knowledge of the child to make a judgement on how many adults may need to be involved in intimate care. In some cases, it is essential to have two adults in attendance; this is when a child needs to be changed by an adult. In some cases, the child may be able to change and care for themselves with no or limited adult support/supervision.

Consider the dignity of the child and allow them to decide on how they are assisted. Ask the following if relevant:

- would you like some help?
- would you like me to help you?
- would you like me to come with you and wait outside the door in case you need any help?

If staff suspect soiling and it is denied by the child, the matter should be referred to the parent for advice (a telephone call made by a member of office staff). Forcing a child to 'prove otherwise' is unnecessary and unwise, as is allowing a child to sit in soiled clothing. Any such child should be escorted to and wait in the medical room.

A child's refusal to allow themselves to be changed or to change themselves will result in an immediate telephone call to inform parents. Any such child should be escorted to and wait in the medical room. Parents can choose to visit the school to change their child or take their child home to change, then return their child to school.

Ensure the child's class teacher and office staff are aware of what is happening and where the child is.

If a child can change themselves, wait outside the door with the younger children and reassure them. If the child is mature enough, they may go along to change themselves without adult

support. Professional judgement and knowledge of the child should be used.

Be aware and responsive to the child's reactions if assisting with intimate care.

Ensure spare clothing is readily available. Younger children may have spare, personal underwear in school in their school bag. School provided spare underwear is kept in the medical room.

Ensure there is a suitable bag in which soiled underwear (and clothing) can be put.

Any injuries needing intimate care should be dealt with sensitively. These should only be dealt with in the Medical Room by appropriate staff e.g. paediatric first aid trained staff.

Gloves should be used in assisting in any form of intimate care or changing. When changing, a clean surface (e.g. changing mat) is to be used and cleaned afterwards.

If necessary, clean and disinfect any soiled surfaces once the child has returned to the class or has been taken home.

All incidents of intimate care or changing must be recorded; use Internal Intimate Care/Changing Record (Appendix 1) and Parent/Carer Record (Appendix 2). These records are to be kept in the following locations: Nursery, Reception, Year 1 and the medical room.

If intimate care/changing is part of the child's daily routine, then staff should complete Appendix 1 and 2 and provide parents/carers with appendix 2. If the child has had a toileting accident, then parents should be informed by a member of the office staff.

A parent may advise the school that they do not wish to be informed in case of intimate care or changing; if this is the case, a letter from them stating this is required.

This policy will be reviewed every three years.

Appendix 2

Merrylands Primary School and Nursery

INTIMATE CARE/CHANGING RECORD for Parents/Carers

Intimate Care/Changing Record for Parents/Carers			
Child's name		Date	
Child's Class		Time	
Members of staff involved	1. 2.	Intimate care/changing requirement	

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