



**MERRYLANDS**  
PRIMARY SCHOOL AND NURSERY

## Intimate Care and Changing Policy

<b>Policy reviewed:</b>	<b>January 2026</b>
<b>Ratified by the Governing Body:</b>	<b>February 2026</b>
<b>Review date:</b>	<b>January 2028</b>

## Procedures

All staff who carry out intimate care or assist with changing children in the school must be aware of, and follow, the procedures and advice outlined below.

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

All staff must ensure that they are aware of the Child Protection Policy and the safeguarding procedures in place within the school. If any member of staff becomes concerned about a child's actions or comments during intimate care or changing, the member of staff must record the concern on CPOMS and discuss it with a designated safeguarding lead.

Children in Key Stage 1 and Key Stage 2 who require changing during lesson time, morning break, or lunchtime due to a toileting accident must be changed in the medical room, the nearest appropriate toilet, or the disabled toilet. This ensures appropriate privacy and supervision.

Children in the Early Years Foundation Stage (Nursery and Reception) who require changing due to a toileting accident must be changed in the most practical location. This may be the disabled toilet or the classroom toilets, depending on which space best provides privacy and appropriate supervision.

Staff must use their knowledge of the child and the nature of the accident or incident to make a professional judgement regarding how many adults need to be involved in the intimate care. In some cases, two adults must be in attendance; this applies when a child needs to be changed by an adult. In other cases, the child may be able to change and care for themselves with little or no adult support or supervision.

Staff must consider the dignity of the child and allow the child to decide how they wish to be assisted. Staff may ask the child questions such as:

- "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 that a child has soiled themselves and the child denies it, staff must refer the matter to the parent for advice, and a member of the office staff must make a telephone call home. Staff must not force a child to prove otherwise, as this is unnecessary and inappropriate. Staff must also not allow a child to sit in soiled clothing. Any child in this situation must be escorted to the medical room and must wait there.

If a child refuses to allow staff to change them or refuses to change themselves, staff must immediately telephone the child's parents. The child must be escorted to the medical room and

must wait there until a parent arrives. Parents may choose either to attend the school to change their child or to take the child home to be changed before returning them to school.

Staff must ensure that the child's class teacher and the office staff are aware of what is happening and where the child is.

If a child is able to change themselves, staff must wait outside the door, particularly for younger children, and provide reassurance. Older or more mature children may go to change themselves without an adult present. Staff must use their professional judgement and their knowledge of the child to determine the level of supervision required.

Staff must be aware of, and responsive to, the child's reactions when providing intimate care. Staff must ensure that spare clothing is readily available. Younger children may have spare underwear in their school bag, and the school also keeps spare underwear in the medical room.

Staff must ensure that a suitable bag is available for any soiled underwear or clothing.

Any injuries that require intimate care must be dealt with sensitively. Such care must only be provided in the medical room and only by appropriate staff, such as those with paediatric first aid training.

Staff must wear gloves when assisting with any form of intimate care or changing. When changing a child, staff must use a clean surface—such as a changing mat—and must clean the surface afterwards.

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

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

If intimate care or changing forms part of a child's daily routine, staff must complete both Appendix 1 and Appendix 2 and must provide parents or carers with Appendix 2. If the child has had a one-off toileting accident, a member of the office staff must inform the parents.

A parent may choose to advise the school that they do not wish to be informed of incidents requiring intimate care or changing. If this is the case, the parent must provide a written letter stating their preference.

This policy will be reviewed every two 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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