



# Intimate Care and Potty Training Policy

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**Abstract:** This policy details the procedure for changing children's nappies in nursery and school, how we can work with families through the toilet training process and how we can support children who may have toileting issues.

Approved by: Mrs M Young  
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## **Principles**

We aim to support children's care and welfare on a daily basis in line with their individual needs.

We recognise that some children who join us in Nursery or those in later years with Special Educational Needs may wear a nappy or require assistance with toileting.

We wish to ensure the safety, welfare and dignity of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

### **Nappy changing**

#### **All staff completing nappy changes must receive appropriate training**

All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Pupils in Nursery will have their nappies changed according to their individual needs and requirements by their key person wherever possible.

Pupils in later years will have their nappy changed by a suitably trained member of staff. Staff should plan which members of staff will be most appropriate to take on this role when the child joins the year group. If an appropriately trained member of staff is not available then nursery staff may assist.

A child's nappy should always be changed with at least one member of staff known to the child present to avoid undue distress.

### **Nappy changing procedure**

These procedures are to ensure the safety of both the children in our care and school staff.

- A child's nappy should be checked before arrival at the nursery or school. If necessary it should be changed immediately. If it does not need to be changed the time checked should still be noted on the nappy changing chart.
- All children should be changed as and when needed, but at least once daily. Whenever possible the child should be changed by their key person.
- Volunteers and workplacement students should not be involved in the nappy changing process.
- All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet) or S (Soiled), time of nappy change and initialled by the member of staff.
- A child should be changed immediately if they soil their nappy or it becomes wet.
- If the child is in nursery one member of staff is responsible for changing the nappy and completing records.
- If the child is in reception year or above, then two members of staff should be present.
- When changing a nappy, staff members must wear a white disposable apron and white disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.

- When changing a nappy a sheet from the blue/white roll must be placed on the changing mat to lay the child down on. This must be replaced after the mat has been sprayed with the anti-bac after every nappy change.
- Hands should be washed after every nappy change.
- Respect the parent/carers choice of nappies for their child by ensuring you are using the correct make and size of nappy.
- Only nappy creams brought in by the parent/carers for their own child may be used on the child.
- Staff must record when a child is sore and cream has been applied.
- The changing mat must be disinfected with anti-bacterial spray between each nappy change. Allow the mat to dry naturally or wipe it dry with a paper towel before changing the next child.
- All nappies and wipes must be put into nappy sacks and disposed of in the sanitary bin provided. All aprons and gloves must be put into nappy sacks and disposed of in the correct bin provided.

### **The nappy changing area**

- At the end of the day, or if the bin becomes full, the nappy bags need to be taken outside and placed in the big bins. An apron and gloves must be worn when doing this.
- Wash nappy bins on a Friday and leave to air by not replacing a bin liner and lid over the weekend.
- The area should be reviewed at the end of each day and any issues rectified e.g. any H&S issue reported / more nappy bags / wipes

### **Safeguarding**

Should a member of staff have any concerns about a child they should follow the child protection procedures.

### **Potties**

- Staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area.
- After use staff need to dispose of the waste appropriately in a toilet
- Potties must be cleaned with anti-bac and put away immediately.
- Children need to wash their hands after using the potty.

### **Soiling**

- If a child has a wetting accident, the soiled underwear needs to be placed in a nappy sack and then into the child's bag or on their peg immediately.
- Any child having a bowel movement accident needs to be cleaned appropriately, if the underwear is badly soiled, place in a nappy sack and keep in the toilet area until parent collects, explain to the parent the condition of the underwear giving them to choice of keeping the underwear or allowing the staff to dispose appropriately in the yellow sack. The same procedure applies with any garments soiled with blood.

- Parents of children in Reception and above should be contacted when a child has soiled themselves if they do not have underlying toileting issues as this may be an indication that the child is unwell or they may need to bring in spare items if none are available in the correct size.

## **Children with toileting issues and SEND**

### **Older children and those with SEND who require nappy changing**

- If the pupils age and size enable use of a changing table, then Nursery routines and systems followed

### **Children with SEND who require adult support with intimate care**

There are a number of toileting issues which can impact children and require them to need intimate care over the usual expected. In these cases children should have an Individual Medical Support Plan (IMSP) as detailed in our supporting children with medical conditions policy. The IMSP should include plans for staff support with intimate care, naming staff where possible and detailing when parents should be contact. The plan should be based on the child's individual needs, recognising that not all children with toileting needs require the same time of support.

Where pupils with SEND require adult support with their intimate care needs staff will:

- encourage pupils to self care where possible
- if the pupil is able to use child sized toilets and staff need to support to ensure pupils are clean after using the toilet, two member of staff will be present and where possible, encouraging the pupil to clean themselves independently or using a gloved hand to guide the child's own hands to clean themselves.
- wear gloves and wash hands afterwards
- ensure privacy for the pupils is maintained when assisting in toilet blocks
  - use soft toilet wipes

### **Recording intimate care**

- Staff should log intimate care support with children outside of nursery using CPOMS stating staff present

### **Potty training**

The NHS advises that children with no additional issues should be reliably dry during the day. We expect that children joining our Reception year, who do not have additional needs, will be toilet trained and will not require adult support with intimate care. We do understand that there may be exceptions to this and would encourage parents to talk to us about toileting issues at an early stage so we can work together to put plans in place.

### **Potty training process**

We will ensure:

- The family and child's individual needs are identified and met
- The family and child's cultural preferences are taken into account
- Potty training is a positive experience; family and child feel supported throughout

Parents and carers should:

- Provide nappies or pull ups while the child still using them
- Provide plenty of spare clothing during the potty training process
- Ensure the child is dressed appropriately when potty training in clothing that is easy for the child to remove
- Follow the agreed approach to potty training at home to ensure consistency and lack of confusion for the child
- Keep staff informed of any issues or concerns regarding their child's health and potty training development

We encourage families to follow the Let's Go Potty: Let's Go Together approach, developed by ERIC, The Children's Bowel and Bladder Charity detailed in the appendix.

## Appendix

Let's Go Potty: Let's go together! is a 3 step evidence based approach adopted by ERIC, for children learning how to use the potty independently and stopping wearing nappies.

The foundation of the approach is that children are born ready to learn new skills.

Most children are ready to master potty independence and lead in many parts of the process from around 18 months. The majority of children will be capable of doing most things including wiping by themselves when they start school. Research shows it is better for children's bladder and bowel health to stop using nappies between 18 and 30 months.

This is a brief summary of the Let's Go Potty approach: please visit [www.eric.org.uk/pottytraining](http://www.eric.org.uk/pottytraining) for more important details on each step.

Learning how to use the potty independently and stopping wearing nappies is a big milestone for the child.

### Step 1: Preparation

Spending time preparing the child for potty training is the best way to help them start the process. Help prepare them with these steps:

- Make sure there is no underlying constipation and that the child is having plenty of water based drinks (6-8 cups a day). Keeping their bladder and bowel healthy and working properly will help with potty training.
- Involve them in nappy changing and talk to them about it whilst you're doing it so that they begin to understand where wee and poo goes, and the language that we use for the toilet and how our body feels.

Visit [www.eric.org.uk/potty-training](http://www.eric.org.uk/potty-training) for lots more detail.

### Step 2: Practice

Teaching the child how to use a potty and feel comfortable around wee and poo is a great way to introduce the next step. From the time the child can safely sit up by themselves, they can start sitting on a potty with your help. Good times to try a potty sit include:

Shortly after they wake up

After mealtimes

Anytime you know the child needs to go (if you see them straining for a poo, for example) Using play can help teach the child what you expect, as well as motivate them. You can use stories, characters and toys to explain to the child what they need to do and teach them how to do it.

### Step 3: Stopping using nappies

Thanks to plenty of preparation and practice, the child has gained new skills and confidence. They are now ready for the last step which is to stop wearing nappies. Here are some tips to help make this stage easier for you both:

Make sure it's a good time for you as well as the family. It's best to avoid doing it at a time when there are any big changes or disruptions to the child's or family's routine.

Dress the child in clothes that are easy for them to get on and off, so they can take the lead with using the potty.

If the child is a boy, encourage him to sit down on the potty for both wees and poos - especially in the beginning. We empty our bladder better when sitting down and it helps to prevent constipation.

Potty training is a big milestone for the family too. Work together - guide the family towards a definite goodbye to nappies, to ensure consistency for the child.

### **Potty training children with additional needs**

Almost all children can learn to be clean and dry. Children with special needs including delayed development and physical disabilities may take a little longer and need more support. However, the process you need to follow is the same.

This can feel like a big challenge, but it's important not to put off potty training for too long. The longer the child wears a nappy, the harder it may be to introduce a new place for them to wee and poo.

More information can be found on ERIC's factsheet Advice about bladders, bowels and toileting for children with additional needs, available on their website.