Highfield St Matthew's CE Primary School

As Jesus tells us, 'Let your light shine before others, that they may see your good works, and glorify your Father who is in heaven' (Matthew 5:13).

Intimate Care Policy

September 2026

We are an inclusive school. This policy sets out procedures for children who are still wearing nappies and those who need changing because they have wet or soiled themselves. We ask parents to provide spare clothes, but we do have a bank of spare clothes if required. Children who are still wearing nappies are asked to provide their own nappies and wipes.

All members of staff employed by the Highfield St Matthews CE Primary School have full DBS certificates and have attended up to date Safeguarding Training (please refer to Safeguarding Policy).

Procedures for changing a child wearing a nappy:

- The child can be changed in the disabled toilet at the T junction or the disabled toilet on the main corridor area on a changing mat or standing up. Staff will be present.
- Staff will use a changing mat, aprons, gloves, blue roll paper, masks, nappy sacks and baby wipes (where appropriate).
- The nappies will be disposed of in a nappy sack in the hygienic disposal nappy bin.
- The nappy change will be recorded in the record book. (Appendix A)

Procedures for changing a child who has wet or soiled themselves:

- The child will be changed in the disabled toilet at the T junction or the disabled toilet on the main corridor.
- Staff will wear a mask (if the child is soiled), apron and gloves.
- Wet and soiled clothes will be placed in a bag and tied.
- The change will be recorded in the record book in the record book. (Appendix A)

Procedures for changing a KS1 and KS2 child:

- The child will be given wipes and a change of clothes
- They will be able to change and clean themselves independently in the accessibility toilet

Procedures for noticing marks or injuries on a child:

- The incident will be recorded on CPOMs or a Safeguarding Incident Sheet.
- The incident will be reported to a nominated Safeguarding Officer.
- Please refer to the Safeguarding Policy.

Procedures for preventing infection:

- Staff will wear disposable gloves, aprons and masks whilst dealing with the event.
- These will be disposed of in the hygienic disposal nappy bin.
- Blue roll will be placed on the changing mat.
- The changing mat and area will be cleaned after use with antibacterial spray.
- Hot water and soap is available to wash hands as soon as a child has been changed.
- Paper towels are available for drying hands.

Use of language:

When referring to children who have soiled themselves, staff will use appropriate language around children, for example, if children have soiled themselves staff will say ‘this child needs to be changed’. All staff that work at the Highfield St Matthews CE Primary School are expected to change children, if this is required.

Appendix A

HIGHFIELD ST MATTHEWS PRIMARY SCHOOL, BILLINGE ROAD, WIGAN, WN36BL

Intimate Care- Record of toileting support administered to children/ young people.

Name: _____ Class: _____

Date	Time	Toileting Need	Notes	Staff signature	Staff name	Staff counter signature

Highfield St Matthews Primary School
Intimate Care Recording Sheet