



**St Mary's CE Primary School**  
Felsham Road  
Putney

# **Personal Care and Nappy Changing Policy**

***Vision:** Delivering excellence, allowing all to flourish*  
***Mission:** Creating a culture of wonder, guided by Christian faith*  
***Values:** Compassion, Endurance, Thankfulness*

November 2025

## **Rationale**

St. Mary's Nursery is committed to safeguarding and promoting the welfare of all children, as required by the EYFS 2024 and Keeping Children Safe in Education (KCSIE). This policy outlines safe, consistent, and developmentally appropriate nappy changing and personal care procedures which uphold dignity, privacy, parental partnership, and children's rights.

Personal care must always be child-centred, respectful, and undertaken in line with safeguarding principles, infection control requirements, and Ofsted expectations for high-quality early years provision.

## **Definition of Personal Care**

In line with EYFS 2024 requirements, personal care includes any support with aspects of hygiene, toileting, physical care, and medical needs that children are not yet able to manage independently. This may include:

- Nappy changing and toileting
- Washing and cleaning
- Dressing
- Supporting eating and drinking
- Applying topical creams (with parental permission)
- Supporting medical needs as directed by health professionals

Recognising the developmental nature of early years provision, personal care is viewed as a learning opportunity and part of routine practice.

## **Aims**

This policy aims to:

- Safeguard the wellbeing, dignity, and rights of all children.
- Ensure practice reflects EYFS 2024 statutory requirements, including promoting independence and meeting individual needs.
- Ensure procedures meet KCSIE safeguarding expectations, including safe working practices and reporting concerns.
- Provide confidence and reassurance to parents/carers regarding personal care routines.
- Maintain consistent, safe, and respectful practice across the nursery.
- Support compliance with Ofsted expectations for health, safety, behaviour, safeguarding, and personal development.

## **Approach to Best Practice**

All personal care must:

- Follow the child's individual Personal Care Protocol where one exists.
- Be carried out by trained staff following safer working practices (KCSIE).
- Maintain the child's dignity, privacy, and comfort.
- Support children's independence, in line with EYFS learning and development goals.
- Be logged and communicated to parents as required.

## **Principles of Best Practice**

Staff must:

- Foster independence and support children's developing self-care skills (EYFS).
- Use appropriate facilities, resources, and hygiene procedures.
- Listen and respond to children's verbal and non-verbal cues.
- Teach body awareness, respect, and appropriate boundaries.
- Provide personal care in a way that supports emotional security, trust, and confidence.
- Ensure two members of staff are in the vicinity (not necessarily inside the area) to meet safeguarding expectations and avoid lone-working concerns.

## **Nappy Changing Procedures**

### **Preparation**

- The area must meet EYFS welfare requirements for hygiene and safety.
- Gather necessary resources (nappies, wipes, gloves, aprons).
- Check Personal Care Protocols for individual needs.
- Ensure appropriate PPE is worn.
- Ensure another staff member is nearby for safeguarding oversight.

### **During the Change**

- Explain each step to the child in age-appropriate language.
- Encourage independence where possible.
- Maintain the child's dignity with appropriate covering.
- Follow infection control procedures (EYFS health and safety).
- Only use creams provided by parents/carers and documented in writing.

### **After the Change**

- Clean and redress the child.
- Clean the changing area with approved disinfectant.
- Dispose of PPE and waste following infection control regulations.
- Wash hands thoroughly.
- Record the nappy change and inform parents through agreed communication channels.

## **Communication with Parents and Carers**

- Obtain written parental consent prior to providing personal care.
- Inform parents/carers daily of care provided.
- Respect cultural preferences and maintain confidentiality.
- Communicate sensitively about health, hygiene, or toileting concerns.

## **Safeguarding Statement (KCSIE 2024)**

Personal care must always:

- Be provided by suitable, DBS-checked staff.
- Be recorded where required and communicated appropriately.
- Maintain professional boundaries.
- Never be carried out in complete isolation.
- Be reported immediately if any safeguarding concern arises, including:

- unusual marks
- repeated soreness
- concerning comments or behaviour from a child

All staff must follow the school's Safeguarding and Child Protection Policy.

### **Health, Safety & Hygiene (EYFS 2024)**

- Facilities must meet EYFS requirements for cleanliness, ventilation, and suitability.
- Changing mats must be disinfected after every use.
- PPE must be worn at all times.
- Staff must follow the nursery's Infection Prevention and Control procedures.

### **Staff Training**

Staff will receive training in:

- Safe and hygienic nappy changing
- Infection control
- Manual handling (where needed)
- Safeguarding (KCSIE)
- Supporting SEND and medical needs

Training is refreshed regularly in line with statutory requirements.

### **Record Keeping**

We record:

- Parental consent
- Nappy changes where needed
- Any concerns or unusual observations
- Personal Care Plans for children with additional needs

### **Policy Review**

This policy will be reviewed:

- Every three years
- Or earlier if required by changes in EYFS, KCSIE, health and safety guidance, or Ofsted expectations.

### **Related Policies:**

- Safeguarding and Child Protection Policy
- SEND Information Report
- First Aid and Medicines Policy
- Equality & Accessibility Policies

## Appendix 1 – Personal Care Protocol

### Personal Care Protocol

To be completed by class teacher and parent/carer and shared with all staff supporting the child.

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Class: \_\_\_\_\_

#### Staff Involved in Personal Care:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

#### Other Agency Staff Involved (and reason):

1. \_\_\_\_\_

2. \_\_\_\_\_

#### Nature of Personal Care Required (tick or describe):

- Nappy changing
- Toileting
- Feeding / assisted eating
- Showering/washing
- Medical intervention
- First aid
- Physical support / physiotherapy
- Application of creams
- Other: \_\_\_\_\_

Parental Permission Provided? YES / NO

#### Special Arrangements for Changing:

(Include number of staff if required for safeguarding or manual handling)

\_\_\_\_\_

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Special Arrangements for Toileting:

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Other Personal Care Arrangements:

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Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Class Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix 2 – Permission for Nursery to Provide Personal Care

Permission for Nursery to Provide Personal Care

Child's Last Name: \_\_\_\_\_

Child's First Name: \_\_\_\_\_

Male/Female: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I give permission for St. Mary's Nursery staff to provide appropriate personal care for my child, which may include:

- Nappy changing
- Toileting support
- Washing and cleaning
- Dressing
- Feeding/assisted eating
- Application of topical creams (provided by parent/carer)
- Medical support as outlined in care plans

I understand that:

- Personal care will be provided respectfully and safely in line with the nursery's Nappy Changing and Personal Care Policy.
- Staff will follow hygiene, safeguarding, and EYFS 2024 requirements.
- I will inform the Inclusion Manager of any medical issues affecting personal care.

Specific instructions or preferences (optional):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_