



JAMmy Tots Nursery – Intimate Care & Toileting Policy

Date: April 2026

Manager: Jenene Morgan

Next Review: April 2027

1. Purpose

The purpose of this policy is to ensure that children at JAMmy Tots Nursery receive safe, dignified, and supportive care during toileting and intimate care routines. The policy outlines procedures for staff, safeguarding measures, and parental involvement, in accordance with:

- EYFS 2025
- KCSIE 2025
- Ofsted Early Years Inspection Handbook
- Children and Families Act 2014

2. Scope

This policy applies to:

- All children attending JAMmy Tots Nursery
- All staff, volunteers, and management involved in providing intimate care
- Parents and carers

It covers:

- Nappy changing and toilet training
- Personal hygiene and support with washing or changing clothes
- Supporting children with medical or additional needs

3. Policy Statement

JAMmy Tots Nursery is committed to:

- Ensuring children's privacy, dignity, and comfort during intimate care
- Promoting independence and self-help skills where appropriate
- Protecting children from abuse or inappropriate care practices
- Following consistent procedures and adhering to safeguarding policies



All children are treated equally and respectfully, regardless of gender, ability, or cultural background.

4. Roles and Responsibilities

Manager (Jenene Morgan):

- Ensures staff receive training in intimate care procedures
- Monitors compliance with the policy and safeguarding measures
- Maintains confidential records of children's intimate care needs

Staff / Key Persons:

- Follow the agreed intimate care procedures
- Respect children's privacy and communicate with them throughout the process
- Encourage children to develop independence in toileting and hygiene
- Record and report any concerns or incidents to the Manager or DSL

Parents / Carers:

- Provide relevant information regarding their child's toileting, medical needs, or routines
- Support nursery staff in maintaining consistency in toilet training
- Communicate any changes in the child's needs promptly

5. Intimate Care Procedures

- Children are encouraged to use the toilet independently where possible
- Staff provide support for nappy changes or assistance with clothing when needed
- Procedures are followed consistently to protect children and staff:
 - Wear gloves and aprons
 - Use disposable wipes or appropriate cleaning materials
 - Dispose of waste safely and hygienically
 - Wash hands thoroughly before and after changing
- Children are given reassurance and privacy, with doors closed or screens used
- Staff maintain a calm, positive approach to avoid embarrassment or distress



6. Toilet Training

- Toilet training is conducted in partnership with parents
- Staff support children at their own pace and celebrate achievements
- Regular routines and encouragement are used to promote independence and confidence
- Observations and progress are documented for reference

7. Supporting Children with Additional Needs

- Staff trained in specialist techniques as needed, including manual handling or medical support
- Communication with external professionals ensures best practice and child safety

8. Safeguarding and Child Protection

- Staff follow JAMmy Tots Safeguarding & Child Protection Policy
- Two members of staff present where possible for intimate care of children with additional needs
- Any unusual marks, injuries, or behaviours are reported immediately to the Manager/DSL
- Staff avoid any actions that could be misinterpreted or compromise child safety

9. Confidentiality

- Records of intimate care are confidential and stored securely
- Only staff involved in the child's care and management have access to these records
- Information is shared with parents and external professionals only on a need-to-know basis

10. Monitoring and Review

- Staff are observed and supported in following intimate care procedures
- Policy is reviewed annually or in response to changes in EYFS guidance, safeguarding regulations, or nursery practice
- Feedback from parents and staff is incorporated into policy updates



11. Conclusion

JAMmy Tots Nursery is committed to providing safe, dignified, and supportive intimate care. Through consistent procedures, respect for privacy, and collaboration with parents, the nursery ensures that children's hygiene, independence, and wellbeing are prioritised at all times.