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Schools Trust

Bampton CE Primary School and Nursery

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To be the best we can be for ourselves and for others

Title of Policy	Personal Care Policy
Date Adopted by the Local Governing Body	July 2026
Review Date	July 2028

Policy statement

Children are entitled to be consulted about their personal care needs and have their needs met by someone they know and trust. Parents and Carers must have a say in how their child's personal care needs are met, have their own culture respected and have support in managing toilet training.

Procedures

Toileting Procedure

- In Bampton CE Primary School and Nursery, we understand that each child is an individual and develops at their own pace. Therefore, the staff work closely with parents and carers to support them in how and when to toilet train their children. We do not expect children to be toilet trained by a particular age and acknowledge and respect that each individual is different. Staff continue to praise and encourage children as they move towards becoming independent in this area.
- We communicate with parents and carers about their child's use of the potty and/or toilet at home and at nursery. We work together to try and maintain consistency between home and nursery in order that the child feels comfortable, safe and relaxed whilst at nursery.
- We remind parents to bring in lots of changes of clothes in order that children are comfortable and can be changed as frequently as necessary.
- If a child is being encouraged to use a potty, we make the potty a familiar part of the child's environment, by encouraging the child to sit on it, so they learn what it is for.
- We always praise the child if the potty is used correctly, and always stay positive even when accidents happen.
- We quickly and quietly clean up after accidents – and don't make a fuss.
- We show the child how to wipe their own bottom and teach girls to wipe from front to back.
- We encourage children to progress on to using the proper toilet as quickly as possible – if necessary, we ensure there is a step so children can get on and off the toilet easily, and, if necessary, have a child seat on the toilet if the seat is too big.
- We encourage children to get their own clothes off and on and wipe themselves, so they become independent.
- We ensure children are taught to flush the toilet and wash their hands when they are finished. They are allowed time for some play as they explore the water and the soap.
- We show children how to wash and dry their hands properly and have pictures by the sinks to remind them.
- Staff always wash their own hands with soap and water before meals and after using the toilet.
- Older children have free access to the toilet and are encouraged to be independent.
- We ensure toilets are spotlessly clean and sanitized with adequate toilet paper, soap and towels before using.
- We try to ensure the mood is positive, pleasant and relaxed when toilet training or changing children who have had accidents etc, we chat to the children, smile and talk to them when changing them and supporting them during toilet training.
- We ensure that children who have had a toileting accident and need their clothes changed are given adequate privacy by using the accessible toilet. All clothes and pants that have been wet or soiled are double bagged for the parent to take home.
- We believe it is important to maintain an open and supportive relationship with parents and carers so will not report toileting accidents in a negative way or lead parents or carers to feel at fault.

Nappy changing procedure

We have a duty of care towards all the children who attend Bampton CE Primary School and Nursery and therefore would not leave children in soiled or wet nappies or clothes.

- The Early Years Staff undertake changing young children's nappies when necessary. We ensure all DBS checks are up to date.
- A clean pair of latex free gloves is used for each child we change.
- We inform parents or carers if there is any significant rash or soreness or any other conditions we notice, such as sweat rash or constipation.
- All staff have attended the general safeguarding training. If staff notice anything which gives rise to safeguarding concerns they will record their concerns and pass this on to the designated safeguarding person.
- After each nappy change, we ensure the child is safe, then we clean the changing mat and dispose of gloves/nappy.
- Staff keep a record of nappy changes.
- Changing areas are kept as warm as possible and there is a safe area to lay children if they need to have their bottoms cleaned.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, all staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- All staff are gentle when changing nappies; they avoid pulling faces and making negative comments about 'nappy contents'
- Nappies and 'pull ups' are disposed of hygienically. Any faeces in nappies or pull ups is flushed down the toilet and the nappy or pull up is double bagged and put in the appropriate bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are double bagged for the parent to take home.

How this policy applies to older children

The ethos reflected in this policy is maintained if older children need assistance with toileting and/or nappy changing. The same procedures will be followed to maintain the dignity and wellbeing of each child. Parents and Carers will be fully consulted and involved in developing a Care Plan for the child in order to help the child move towards independence and access learning across the curriculum. (See Appendix A)



Personal Care Plan for KS1 -KS2

Child Information

Child's Name: _____

Date of Birth: _____

Year Group/Class: _____

Date Plan Started: _____

Review Date: _____

Named Key Adult(s): _____

Reason for Intimate Care Support

The pupil requires assistance with intimate/personal care for the following reason(s):

- ☐ Continence needs
- ☐ Medical condition
- ☐ Physical disability
- ☐ Developmental delay
- ☐ Temporary injury
- ☐ Other: _____

Details:

Child's Voice and Preferences

How does the child prefer to communicate their need for assistance?

- ☐ Verbal request
- ☐ Visual prompt/card
- ☐ Sign/symbol
- ☐ Adult observation
- ☐ Other: _____

What are the child's preferences that should be respected?

Things that may cause the child anxiety or distress:

Strategies that help the child feel comfortable and maintain dignity:

Personal Care Requirements

The child may require support with:

- ☐ Toileting
- ☐ Changing clothing
- ☐ Changing continence products
- ☐ Cleaning and hygiene
- ☐ Handwashing
- ☐ Menstrual care (if applicable)
- ☐ Dressing/undressing
- ☐ Other: _____

Specific support required:

Frequency of support:

- ☐ As needed
 - ☐ Scheduled times
 - ☐ Before break
 - ☐ Before lunch
 - ☐ End of day
 - ☐ Other: _____
-

Staffing Arrangements

Support will normally be provided by:

A second adult will:

☐ Be present

☐ Be nearby and aware

☐ Not routinely required

Reason:

Male/Female staff preference (where possible and appropriate):

Hygiene and Infection Control

Personal protective equipment (PPE) to be used:

☐ Disposable gloves

☐ Disposable apron

☐ Other: _____

Procedures for disposal of waste:

Any known allergies or sensitivities:

Medical Information

Relevant medical conditions:

Medication that may affect intimate care:

Healthcare professional involvement:

Risk Assessment Summary

Potential risks identified:

Control measures:

Emergency procedures:

Promoting Independence

The child can independently:

☐ Indicate need for toilet

☐ Manage clothing

☐ Transfer safely

☐ Wash hands

☐ Clean themselves

☐ Change continence product

☐ Other: _____

Targets for developing independence:

1. _____
 2. _____
 3. _____
-

Parent/Carer Agreement

I/We have discussed this plan with the school and agree to the intimate care arrangements described above.

Parent/Carer Name: _____

Signature: _____

Date: _____

School Agreement

The school agrees to provide support in accordance with this plan while maintaining the child's privacy, dignity, safety and wellbeing.

Staff Member: _____

Role: _____

Signature: _____

Date: _____

Headteacher Approval

Headteacher Name: _____

Signature: _____

Date: _____

Review Record

Review Date	Attendees	Changes Made	Next Review Date

Intimate Care Record Log

Date	Time	Care Provided	Staff Initials	Comments/Concerns

Note: All intimate care should be carried out in accordance with the school's safeguarding, health and safety, and intimate care policies, ensuring the child's privacy, dignity, consent (where appropriate), and wellbeing are maintained at all times.