



# Bishop Martin CE Primary School

## Intimate Care Handbook

(Updated September 2025)

### **Learning Together, in God's Love**

At Bishop Martin, we INSPIRE and empower all members of our school community, providing the knowledge to enable everyone to thrive and flourish. Guided by our Christian Values, we are all determined to serve and lead the diverse world we live in treating everyone with compassion, dignity and respect. Hope and aspiration support all to grow and believe that

**"...with God all things are possible."**

**Matthew 19:26**

**Our Christian Values**

<b>Christian Values Year 1</b>	<b>Thankfulness</b>	<b>Trust</b>	<b>Perseverance</b>	<b>Justice</b>	<b>Service</b>	<b>Truthfulness</b>
<b>Christian Values Year 2</b>	<b>Generosity</b>	<b>Compassion</b>	<b>Courage</b>	<b>Forgiveness</b>	<b>Friendship</b>	<b>Respect</b>

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 Bishop Martin 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 will be changed in the accessibility toilet area. This can be done on a changing bed or standing up.
- Where applicable, staff will use a changing mat, aprons, gloves, blue roll paper, masks, nappy sacks and baby wipes.
- 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.

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

- The child will be changed in the Toilet Area.
- 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

Procedures for noticing marks or injuries on a child:

- The incident will be recorded on a Safeguarding Incident Sheet.
- The incident will be reported to a nominated Safeguarding Officer and the Safeguarding incident sheet will be given to them as soon as possible.
- Please refer to the Safeguarding Policy.

Procedures for preventing infection:

- Staff will wear disposable gloves, aprons and masks whilst dealing with the event.
- 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 Bishop Martin CE Primary School are expected to change children, if this is required.

*All school employees should have a clear understanding of their responsibilities under this code of conduct. It aims to help avoid poor working practices that may lead to a person's behaviour being investigated and the*



Bishop Martin CE Primary School  
EYFS Intimate Care Recording Sheet

Date	Name of Child	Procedure (nappy, wet or soiled)	Staff member(s) initials

\* Please photocopy this sheet and glue into an Intimate Care Recording Book

