



# Carterhatch



# Infant School

# Personal Care Policy

Updated: December 2025  
Next Review: December 2026

NON STATUTORY

## Policy on Changing Soiled Children

- If a child soils themselves, make sure that as little attention is drawn to them as possible. This includes nursery and children with Special Education Needs and Disabilities who are not yet toilet trained and may need staff to change their nappy/pull up or soiled/wet clothing.
- Staff should recognise that some children may be non-verbal but they have good understanding of what you are saying. Please be sensitive to their needs e.g. Don't call out to a colleague that you are going to change someone's nappy, as it may make them feel conscious, especially around other children.
- Reassure the child and support their emotional well-being and in all circumstances **obtain the child's consent to support them in changing and talk through the process, 'I'm going to take your shoes off now'**. Where a child has SEND, show them images of what is happening (changing schedule) and obtain their consent using 'yes/no' flashcards for them to signal with. This is to ensure the child knows how to safeguard themselves and that they have a choice.
- Who will change the child? This is to be carried out by a familiar key adult and preferably, a person of the child's choice.
- In the first instance, the role of the adult will be to support and encourage the child to develop their independence and manage as much of the changing / cleaning process by themselves. Make the child feel comfortable and give clear instructions, showing a changing schedule where appropriate. Where a child is unable to manage by themselves, the supporting adult will do the changing / cleaning for the child. This must always be in the presence of an additional adult. **The supporting adult must not be left to manage the child by themselves.** However, there are no written borough regulations that indicate that a second member of staff must be available to supervise changing. Although, schools consider that if a child protection concern has been raised then different safeguarding procedures are put in place to safeguard the member of staff and the child, as well as CRB/DBS checks.
- School ensures that any students on placement do not carry out any unsupervised changes.
- Changing should take place in a safe and private space to protect the child's privacy and dignity.
- If school or the family anticipate that the child will need changing often, school will agree with the family that spare clothes and changing equipment will need to be shared with school.
- If when changing a child the caregiver identifies marks or injuries, they are to follow the school's safeguarding procedures.
- For a child who is unable to stand safely, may require walking aids or a wheelchair, a risk assessment will be put in place and agreed with the family and support from the multidisciplinary team will be required.
- **Appendix 1** is the home school personal care agreement which must be signed by parents/carers for any child who requires support with toileting.

## Supplies and Equipment

- Assemble all supplies for the change, removing them from their containers to avoid contamination of the containers during the change.
- Bring a disposable cover for the area where the change will occur, the expected amount of wipes, fresh underwear/clothing, clean nappy/pullup, gloves, and 2 plastic bags -- one for the soiled disposable items and one for the soiled clothing.
- Contaminated disposable items from the change should be placed in a yellow clinical waste bag and disposed of appropriately.

### Changing Surface

- Cover the surface on which the change occurs with sufficient disposable material to protect the underneath surface, for example, use a thick layer of newspaper covered with clean paper towels to reduce the amount of germs that get through to the under surface.
- No matter what disposable covering is used, the caregiver must wash and sanitise the surface underneath after the change is completed. Germs get through any covering.

### Shoes and Soiled Clothing

- The caregiver should remove the child's shoes before the change begins so that the shoes do not become contaminated and spread germs wherever the child walks after the change.
- Remove and place all soiled clothing into a plastic bag as each item is removed, to avoid further contamination of surfaces by temporary placement on other surfaces.
- If the child's shoes are soiled, the caregiver must wash and sanitize them before putting them back on the child. If they cannot be effectively cleaned, find alternative footwear and inform parents to bring a spare pair before home-time.
- Send all soiled clothing home for cleaning without removing any of the soil from the articles to avoid further environmental contamination where germs can spread to other children.

### Disposable Items

- Put all disposable items into a plastic bag, which should then be placed in a yellow clinical waste bag.
- After the soiled articles are in plastic bags, the disposable (contaminated) changing surface material should be bagged before the clean part of the procedure begins.
- Soiled gloves should go into the plastic bag after bagging the other contaminated articles and before touching any clean clothing.

### Cleaning the Child

- Encourage the child to do as much of the cleaning themselves using wipes and toilet roll. Reassure them and do encourage independence but help them only where necessary. If the child is particularly messy, help them to shower themselves clean in the disabled staff toilet.
- Bring the child to the changing area. Either facing and holding onto the chair or sink/shelf area. Sit yourself behind the child ensuring you and the child are stable. Ensure the wipes, bin and clean nappy are ready to hand. Keep talking to the child and ask can he/she help with the process of taking their nappy off. Remember to wipe from front to back in girls to prevent infection.

### Hand washing

- Before putting on clean clothing, both the caregiver and the child should wash their hands at the sink or wipe their hands as carefully as possible with disposable wipes to remove germs that would otherwise be transferred to the clean clothing.
- When the change is complete, the child should wash his/her hands carefully at a sink with running water, lathering for 20 seconds, and turning off any tap with a disposable paper towel.
- The caregiver needs to wash after cleaning and sanitising all surfaces involved in the change.

### **Sanitising Contaminated Surfaces**

- After the child returns to the group, the caregiver who changed the child should make sure that all surfaces touched during the change are visibly clean or clean them with anti-bacterial sanitiser spray (available in all rooms around the school).
- Then, the caregiver should sanitize all potentially contaminated surfaces with a sanitizing solution.

### **Resources:**

- Disposable covers for children to stand on whilst changing
- Baby wipes (check these are hypo-allergenic)
- Plastic bags for disposable items (this will go in the yellow bag in the hands-free bin) and for soiled clothes to be sent home
- Yellow clinical bag
- Clean underwear in various sizes
- Anti-bacterial cleanser (Check COSHH data sheet)
- Rubber gloves
- Changing mat for smaller children

### **Support for Families**

There are other professionals who can help with advice and support.

- The School Nurse or Health Visitors have expertise in this area and can support parents/carers to implement toilet training programmes in the home.
- Health care professionals can also carry out a full health assessment in order to rule out any medical cause of continence problems.
- Local Children Centres will have a variety of information available to support with continence issues.
- Education and Resources for Improving Childhood Continence [ERIC] also has many helpful publications you can send for and web articles.

# Carterhatch Infant School Personal Care Home School Agreement



## Carterhatch



## Infant School

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The purpose of the home/school agreement is to define the responsibilities that each partner has, and the expectations each has for the other. The agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the setting/school is taking a holistic view of the child's needs and help the child feel confident that his/her personal care will be dealt with in a dignified and inclusive manner. The agreement will ensure both school and families are working together to help the child become independent in their own personal care, support children's understanding of safeguarding themselves by being able to give consent or not and supports the development of routines.

<p style="text-align: center;"><b>School</b> Carterhatch Infant School</p>	<p style="text-align: center;"><b>Parents / Carer(s)</b></p> <p>.....</p>
<p><b>School will do its best to:</b></p> <ul style="list-style-type: none"> <li>▪ keep spare clothes, of varying sizes that also reflect the gender and mix of clothing worn by the children, for emergencies.</li> <li>▪ take into account the child's own wishes and needs in how care is provided, and how they communicate this.</li> <li>▪ provide visual aids to help aid understanding, sequencing and giving consent.</li> <li>▪ agree to review arrangements should this be necessary.</li> <li>▪ agree to change the child during a single session should the child soil themselves or become uncomfortably wet/ request changing.</li> <li>▪ agree how often the child would be changed should the child be staying for the full day, at all times the child's comfort, dignity own wishes is paramount.</li> <li>▪ agree to monitor the number of times the child is changed in order to identify progress made, if applicable.</li> <li>▪ agree to report should the child be distressed, or if marks/rashes are seen.</li> <li>▪ to support families to ensure, where additional professional intervention is not required, that the child is fully toilet trained by the end of their school year.</li> <li>▪ to make reasonable adaptations to meet the needs of the child and ensure there is minimal impact had on the rest of the class/ cohort.</li> </ul>	<p><b>To best support my child at school, I will:</b></p> <ul style="list-style-type: none"> <li>▪ ensure that my child is changed at the latest possible time, convenient to the parent/child before being brought to nursery/school.</li> <li>▪ provide the nursery/school with spare nappies and a change of clothing for each day.</li> <li>▪ understand and agree to the procedures that will be followed when my child is changed at nursery/school -including the use of any cleanser or the application of any cream (see Personal Care policy).</li> <li>▪ inform the nursery/school should my child have any marks/rash.</li> <li>▪ agree to review arrangements should this be necessary.</li> <li>▪ take into account the child's own wishes and needs in how care is provided, and how they communicate this.</li> <li>▪ support a 'minimum change' agreement i.e. the nursery/school would not undertake to change the child more frequently than if s/he were at home.</li> <li>▪ agree to work with the nursery/school, to implement suggested strategies and methods of support to ensure the child is toilet trained, as soon as possible.</li> </ul> <p>My child is currently changed _____ times at home, I will ensure that the school has adequate nappies etc to support this.</p>
<p><b>Signed on behalf of the school:</b></p> <p>.....</p>	<p><b>Signed by parent / carer:</b></p> <p>.....</p>