



Ballygawley Early Years Playgroup

Intimate and Personal Care Policy (including Nappy Change)

Ballygawley Early Years Playgroup is committed to ensuring that all Staff responsible for the personal care of children, will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when personal care is given.

We work with parents towards toilet training, but we do ask that toilet training is started prior to beginning Playgroup, unless there are medical or other developmental reasons why this may not be appropriate at the time. We see toilet training as a self-care skill that children can learn with the full support and non-judgemental concern of adults.

What is personal care?

Personal care encompasses areas such as nappy/pull-up changing, washing and dressing.

Toileting Procedure.

It may be necessary sometimes to assist children in the event of an accident occurring. The Playgroup Staff will follow the following code of practice:

1. Children will be permitted to use the toilet as and when required.
2. Wet or soiled clothing shall be changed when uncomfortable or unhealthy for the child.
3. Written permission to assist the child in the event of an accident (clothes getting soiled) - will be requested from parents/guardians at the beginning of the Playgroup year. Parents/guardians will ensure the child has a spare set of clothing with them every day to facilitate this process.
4. Only Staff (Playgroup Leader & Assistants) employed by Ballygawley Early Years Ltd. are permitted to assist children in the event of a toileting accident where assistance has to be offered and clothes changed. Students and



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Persons who provide emergency relief cover are not permitted to assist in such circumstances.

5. Should a child require assistance; two staff members must be present. One staff member will assist the child. The other staff member will be present to ensure all child protection best practice guidelines have been adhered to. Should any concerns arise the Ballygawley Early Years Ltd. 'Safeguarding Children' and 'Whistle Blowing' policies must be adhered to.

6. Disposable gloves together with good hand hygiene must be used at all times. Soiled clothing should be placed in an appropriate bag to be given to the parent/guardian at collection time. Soiled clothes must be doubled bagged. Parents/guardians should be informed discreetly. If necessary, the surrounding floor should also be cleansed prior to leaving the bathroom. Antibacterial solutions and disposable gloves should again be used for this purpose.

7. Staff will keep a written record of the assistance they provided. This written record will include the name of the child; the date; the reason the clothes were changed; the name of the staff member who assisted and the name of the other staff member present. This record will be shared with the parent/guardian when they come to collect the child. The parent/guardian will then sign the record indicating that they have been told. The confidentiality of each child and parent/guardian will be protected at all times.

8. The child will be encouraged to do as much as possible for themselves at all times.

9. Staff will talk with and listen to the child to find out why the accident happened. The outcomes of this conversation will be shared with parent/guardian and the necessary steps put in place to help prevent an accident happening in the future.



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Nappy Changing

For those children who are not toilet trained staff can change the child's nappy, as the need arises. The playgroup staff will meet with the parents/guardians of these children and identify the individual child's needs e.g. time of nappy change etc. The Playgroup Staff will follow the following code of practice for changing a child's nappy:

1. Wet or soiled nappies shall be changed as needed.
2. Written permission to change the child's nappy will be requested from parents/guardians. Parents/guardians will ensure the child has a supply of nappies and wipes with them every day to facilitate this process.
3. Only Staff (Playgroup Leader & Assistants) employed by Ballygawley Early Years Ltd. are permitted to change a child's nappy. Students and Persons who provide emergency relief cover are not permitted to assist in such circumstances.
4. On changing a child's nappy, two staff members must be present. One staff member will assist the child. The other staff member will be present to ensure all child protection best practice guidelines have been adhered to. Should any concerns arise the Ballygawley Early Years Ltd. 'Safeguarding Children' and 'Whistle Blowing' policies must be adhered to.
5. The child's nappy will be changed on a changing mat placed on the floor of the disabled toilet. Disposable gloves and apron together with good hand hygiene must always be used. Any soiled clothing should be placed in an appropriate bag to be given to the parent/guardian at collection time. Soiled clothes must be doubled bagged. The soiled nappy should be bagged and disposed of in the bin in the bathroom. Parents/guardians should be informed discreetly. The changing mat and surrounding floor should also be cleansed prior to leaving the bathroom. Antibacterial solutions and disposable gloves should again be used for this purpose.
6. Staff will keep a written record of any nappy changed. This written record will include the name of the child; the date; the reason the nappy was changed;



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the name of the staff member who assisted and the name of the other staff member present. This record will be shared with the parent/guardian when they come to collect the child. The parent/guardian will then sign the record indicating that they have been told. The confidentiality of each child and parent/guardian will be protected always.

7. The child's dignity and self-esteem should be promoted at all times.

This policy was adapted at a meeting of our playgroup held on the 1st September 2026

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2026

Signed:
(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy links with the following policies;

- Safeguarding Children and Child Protection policy
- Allegation Against a Staff Member policy
- Infection Prevention & Control policy



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- Sickness Exclusion policy
- Emergency Plan policy