



Personal Care EYFS Policy

Date policy next reviewed: January 2027

Signed by:

Charlotte Hopkins

Headteacher

Date: January 2026

Chair of governors

Date:

Personal Care EYFS Policy

This policy provides guidance for the toileting and personal care needs of children in the EYFS, including toilet training, incontinence, and accidents. It aligns with the EYFS 2025 framework, which emphasises children's wellbeing, dignity, and active participation in their own care routines.

Purpose and Scope

Personal care includes assisting a child, due to age, illness, or disability, with eating or drinking, toileting, washing, bathing, and dressing. Personal care is integral to safeguarding, emotional security, and developing independence, in line with EYFS 2025 principles.

Principles

It is the right of every child to be treated with sensitivity and respect so that personal care experiences are positive and empowering. Practitioners must ensure that care routines promote children's sense of safety, belonging, and agency.

Children should be allowed to exercise choice where possible and be encouraged to have a positive image of their body.

Inclusion and Equal Access

The school aims to meet the needs of all children regardless of their stage of personal development. Children must not be excluded from any activity due to toilet-training.

Reasonable adjustments are made to ensure equal access for children with SEND or medical needs, in line with the Equality Act 2010.

We work closely with parents toward toilet training unless there is a medical or developmental reason why this may not be appropriate. Home-school co-production is encouraged; practitioners respect parents' expertise and cultural practices around self-care.

Procedures – Nursery and Reception

Children join the setting at different levels of independence and self-care. Procedures ensure hygiene, privacy, and sensitivity, and all staff:

- Maintain children's privacy and narrate care routines in a reassuring way.
- Encourage children to participate in their own care as appropriate.

- Model self-care routines and language to support learning within the Personal, Social, and Emotional Development area of learning. Children are reminded to wash their hands and maintain good hygiene.

Safeguarding Children and Adults

Adults involved in personal care are school employees who have undergone all required checks.

Leaving a child in soiled or wet clothing for any length of time could be interpreted as neglect. Practitioners must record and report patterns of toileting or hygiene concerns as part of ongoing safeguarding monitoring, linking with the Designated Safeguarding Lead (DSL) where appropriate.

While dual supervision is not mandated, all staff ensure that intimate care interactions are visible and reduce risk to both child and adult. Staff maintain professional boundaries and uphold children's dignity, rights, and consent during personal care.

Health, Safety, and Infection Control

Procedures for hygiene, disposal, and infection control remain in place:

- Staff wear gloves when assisting with toileting or personal care.
- Children are encouraged to clean themselves where possible.
- Soiled clothing is double bagged and tied if going home.
- Hot water and soap are available to wash hands immediately.
- Environmental safety and sustainability are considered in line with local health protection guidance.

Roles and Responsibilities

Parents are informed of all policies and procedures relating to intimate care in their initial school meeting. Home-school co-production is encouraged for children with ongoing toileting or health needs, with care plans developed and reviewed regularly in partnership with relevant professionals.

Sensitivity and Respect

Privacy and dignity are upheld at all times. Staff respond sensitively to verbal and non-verbal cues of discomfort, anxiety, or preference. Adjustments are made for children with sensory or developmental needs in consultation with the SENDCo or external professionals.

Advice and Support

Family Health Visitors, Community Nursery Nurses, and other professionals remain key partners. Early intervention and multi-agency collaboration support continence and self-care development.

Record-Keeping

Staff record the date, time, name of the child, adult(s) in attendance, nature of incident, and action taken. Reflective record-keeping is linked to safeguarding and the key person role, noting patterns or changes in the child's wellbeing or self-care skills.

Toileting Plan

Toileting Plan for: _____

Date: _____

(Child's name) is currently in nappies/pull ups and is not yet showing any awareness of being wet/soiled OR is currently in nappies/pull ups and is showing some awareness by (eg: going to changing area/verbally saying)

(Key person's name) will mainly be responsible for changing (child's name) whilst at (Setting/school name) to ensure continuity of care. However (named other staff) will also be aware of his/her needs and will be available to change him/her when required.

(Setting/school name) will provide a changing mat, gloves and disposable aprons.

Parent/carer will provide consumables which could include nappies/pull ups, wipes, nappy sacks and spare clothes.

(Child's name) will be changed on a changing mat on the floor in the children's toilet area.

To comply with our child protection procedures the door will be kept ajar/a second adult will be present.

Used disposable nappies will be placed in a nappy sack and disposed of in a nappy bin.

Staff will record date and time of changing and whether child was wet/dry/soiled.

This information will be shared with parent/carer.

This plan will be reviewed as the child's needs change.

Signed Parent/carer: _____

Signed Key person: _____



Clothes down



pants



down



sit on toilet



wee or poo



**Pull off
toilet paper**



Wipe bottom



pants



up




Clothes up





flush





wash hands


 Your child had a toileting accident today.	
Date:	Changed by:
Notes:	
Parent Guidance: Please check your child's clothing and return spare items. Contact the key person for concerns.	


 Your child had a toileting accident today.	
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Notes:	
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 Your child had a toileting accident today.	
Date:	Changed by:
Notes:	
Parent Guidance: Please check your child's clothing and return spare items. Contact the key person for concerns.	


 Your child has had a change of clothes today from wet/messy play.	
Date:	Changed by:
Notes:	
Parent Guidance: Please check your child's clothing and return spare items. Contact the key person for concerns.	

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Nursery Change Sheet

Note reason for changing child e.g. toileting accident, wet play etc. Fill out change note to place in drawer to send home.

[illegible]

[illegible]