Cawdor Early Learning and Childcare
Intimate Care – Supported Toileting
Updated: October 2026

Purpose:
We are committed to ensuring that all children at Cawdor ELC who require support with toileting are treated with dignity and respect, in a safe and hygienic environment.

Aims:
- Promote children's privacy, dignity and independence.
- Support toileting in a relaxed, positive manner.
- Respect each child's individual needs, routines, and parental preferences.
- Protect children and staff by following strict infection prevention and control measures.

Working
We work with families to record and update children's supported toileting needs in their Care Plan. This will detail:
- the support a child needs;
- the frequency of support;
- resources provided by the family (e.g. nappies/ nappy cream).

Facilities & Equipment
- Children who wear nappies will be supported in our accessibility toilet.
- Children who are using potties will be supported in our accessibility toilet. As part of their potty learning plan, they may also be using the ELC toilets.
- Children who need help with wiping will be supported in the ELC toilets.

ELC Toilets	Accessibility Toilet
Cleaning – the area is spot cleaned by ELC staff throughout the day. Enhanced cleaning takes place daily through the facilities team. The paper towel bin is monitored by staff and emptied when required.	Cleaning – all areas used are cleaned by ELC staff after each use. Enhanced cleaning takes place daily through the facilities team. Height adjustable changing plinth. This is cleaned after every use and regularly inspected to ensure the safety of children and staff. Nappy bin – this is emptied twice per week.

Record Keeping:
When children require support from an adult with toileting in the form of changing or wiping, this is recorded on the intimate care sheet within their Care Plan. The intimate care sheet is then signed by parents at pick-up.

Nappy changing procedure: (This has been updated from the newest Care Inspectorate guidance July 2026)

- All necessary items (nappies, wipes, cream, clean clothing) are prepared before the child arrives at the changing area. Some nappies are stored in the bathroom labelled with the child's name; others are stored in their bags as parents/families bring in a few each day.
- The staff member will wash their hands thoroughly and put on a clean apron and gloves.
- The child will be encouraged to make their way onto the nappy changing on their own with support as needed by the staff member.
- The door will be closed over for the child's dignity and comfort.
- The staff member will then begin removing the child's nappy, wiping them thoroughly (Front to back) and putting on a fresh nappy. If cream needs applied, then this should be done with clean gloves.
- Cream will be stored in individual boxes or sealed bags and labelled with the child's name on.
- Nappy, all PPE, and wipes will be placed in a nappy bag and put into the nappy bin.
- Children will be supported and monitored when washing their hands before going back into the playrooms.
- Staff member will ensure the whole nappy changing area is sprayed cleaned and free of mess/clutter before leaving, this includes cleaning splash zones and around the sink. Staff should ensure they wash their hands before leaving the changing area.
- Staff will then record the change on the changing sheet.

Infection Prevention & Safety
Staff follow infection prevention procedures including hand hygiene, correct disposal of waste, and cleaning protocols.

Risk assessments are maintained for lifting and handling children safely, although all children should be encouraged to make their own way onto the changing plinth.

Staff Training & Supervision
All staff involved in supported toileting will be familiar with policy, procedure, and training in:

- Infection prevention and control
- Intimate care.

Through induction, new staff members can shadow an experienced member of staff before taking on the responsibility solo. This should be done with children's dignity at the centre.

Potty Learning
If a parent wishes to have the use of a potty available for their child when potty learning, we will support this. Potties will be stored in the nappy changing area out of children's reach and will be stored upside down in their own box.

Potties should be emptied down the toilet by a member of staff wearing PPE, and should be cleaned thoroughly using hot soapy water in the shower, dried with paper towel and stored upside down in their own labelled box.