



Nappy Changing Policy

This policy was adopted at a meeting of:

East Craigs Playgroup

Academic Year 2022/23

Signed: Caroline Wilkinson

Designation: Manager

1. Statement of Purpose

We recognise that children reach developmental milestones at varying chronological ages. All children will therefore be welcomed within our setting regardless of their progress towards being fully toilet trained.

The following policy outlines procedures and considerations for nappy changing or when changing a child who is not fully toilet trained. We view toilet training as a self-care skill that children will have the opportunity to learn, with the full support and non-judgemental concern of staff. Hygienic nappy changing practice and effective decontamination of equipment and the environment is vital to reduce the risks of transmitting infection to children and staff. This guidance is also relevant when attending to a child who requires a change of clothing.

Throughout this guidance the term '*parents*' is used to include all main caregivers.

2. Responsibilities

2.1

Staff should ensure children feel safe and secure throughout the activity and that they are respected and valued as individuals. Children have a right to privacy and dignity when their needs are being met and staff should ensure this is maintained at all times. The quality of the child's experience is paramount during this time. Nappy changing should be a nurturing experience and can play an important part in the process of building a positive relationship between the adult and child. Staff should make eye contact with the child, communicate with the child and offer praise and encouragement throughout the experience. Staff should ensure that nappies are changed promptly after soiling.

2.2

All staff have a responsibility to respond when a child is soiled in order to ensure prompt attention. Any observations such as nappy rash or loose movements should be shared with the parent when the child is collected.

2.3

All staff involved in these procedures will have a full disclosure check as part of the Protection of Vulnerable Groups (PVG) scheme.

3. Equipment and Procedures

3.1

Children will be changed in the Hall toilets that have access to appropriate temperature running water, and has surfaces which can be easily wiped down and disinfected. The changing area must have appropriate facilities and should be separate from the playroom and away from food preparation areas, serving areas and laundry areas.

A clean, intact, wipeable changing mat placed on the floor will be used. The safety of children must be paramount, and no child should be left unsupervised on a changing unit.

3.2

Staff involved in nappy changing should wash and dry their hands thoroughly before starting changing procedures. They should wear disposable gloves which should be changed between attending to each child. Hand sanitisers or alcohol-based hand rubs are

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not a substitute for hand washing. Water based wipes will be used although parents may prefer to supply their own choice of wipes. Children should be encouraged to wash their hands to help establish good hygiene habits. After changing, the child should be dressed and returned to the playroom.

3.3

Where children are participating in potty training, an area of the toilets will be screened off to allow privacy and ease of emptying potties. Children should become familiar with the toileting area to develop confidence and familiarity with the environment. Children should be given the opportunity to use the toilet independently or be given assistance as required. All children will be encouraged to adopt good personal hygiene habits. A parent may provide a potty if the child prefers.

4. Storage and Disposal

4.1

Each child's supply of clean nappies and any creams etc. will be stored in a bag on the child's peg in the changing room which is easily accessible to the changing area. These items will be kept solely for the individual child's use and a member of staff should inform the carer when supplies need to be topped up.

4.2

Due to the shared nature of the building used disposable nappies will be securely sealed in a nappy sack and placed in a discrete paper bag to be returned to parents on collection

4.3

If a child's clothes have been soiled, or where reusable nappies are used, any solid waste should be flushed down the toilet. Soiled items will be bagged and labelled before storing in the designated area away from clean items for collection by the parent.

4.4

The member of staff should ensure that the changing mat/unit and any touched surfaces are left clean and disinfected with antibacterial surface cleaner. Where potties are used, they should be cleaned thoroughly after use in a separate area from that used for hand washing. They should be cleaned using antibacterial cleaner and then stored upside down out of reach of children. Finally, staff should remove their protective gloves and apron disposing of them appropriately and wash and dry hands thoroughly once more.

Monitoring of this Policy

It will be the responsibility of Caroline Wilkinson (*manager*) to ensure that new or temporary staff are familiar with these procedures and to monitor that they are being implemented by all staff. This will be achieved by regularly inspecting the changing area for cleanliness and supplies and ascertaining whether the appropriate records are being maintained and parents kept informed. To aid the consistent implementation of this policy, a flowchart of steps to be followed when nappy changing will be displayed within the changing area and also within the playroom for parental information.

See also:

Infection Control Policy
Child Protection Policy
Health and Safety Policy