



## **Nappy Changing Policy**

### **Principles**

We aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.

Babies and toddlers will have their nappies changed according to their individual needs. Information will be shared between parents and Key Person about nappy changing and toilet training using the Care Diary facility of Tapestry.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties. Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.

### **Nappy Changing Procedures**

These procedures are to ensure the safety of both the children in our care and the Little School staff.

A demonstration of the correct procedure for nappy changing should be carried out before any staff member can change nappies. Emphasis must be placed on keeping children safe and the prevention of infection.

- A child's nappy should be checked on arrival at the nursery. If necessary it should be changed immediately
- All children should be changed as and when needed, but at least 3 times daily, morning, lunch and afternoon. Children should NEVER be changed by anyone who has not provided a clear, enhanced DBS. All nappy changes must be recorded by the member responsible on the Nappy Changing Form and entered onto the Care diary of Tapestry. It should be noted whether the nappy was W (wet) or BM (bowel movement), the time of nappy change and initialled by the member of staff.
- A child should be changed immediately if they soil their nappy or it becomes wet.
- Only staff with a valid DBS check will be permitted to change nappies.
- When changing a nappy, staff members must wear a disposable apron and disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
- The changing table and mat must be cleaned with a disposable antibacterial wipe. Hands must be washed after changing nappies.
- Potties – staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use staff need to dispose of the waste

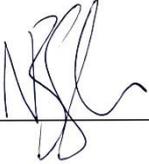
appropriately in a toilet, potties must be cleaned with anti-bacterial spray and blue roll and put away immediately.

- Children need to wash and dry their hands after using the potty.
- Respect the parent/carers choice of nappies for their child by ensuring you are only using the child's own nappies. A Little School spare nappy will be used if the child has exhausted their own supply. Parents are requested to provide their own choice of barrier cream; however, they are made aware Little School keep a supply of Sudocrem if the personal supply has been exhausted.
- Should a member of staff have any concerns about a child they should follow the child protection procedures.
- Children must never be left unattended on the nappy changing station.
- Children should be encouraged to use the steps to access the mat on the changing table with assistance from staff if they are able; staff should avoid lifting heavy children onto the changing table.
- All nappies and wipes must be put into the nappy bin provided.
- A yellow body fluid bin liner should be place in the nappy bin and used together with a nappy bag cartridge. The yellow bag with dirty nappies, etc. should be emptied as necessary, or at least twice daily (lunch and close of business).
- Wash nappy bins on a Friday with antibacterial spray and leave to air by not replacing a bin liner and lid over the weekend.

### Soiling

If a child wets or soils their clothes, the soiled clothing needs to be placed in a nappy sack and then into the child's bag immediately.

The same procedure applies with any garments soiled with blood.

Signed:  \_\_\_\_\_

Chair of the Board of Governors

**Reviewed:** August 2025

**Next Review:** January 2026

To be reviewed by: Nursery Manager