



Promoting health and hygiene

1.18 Nappy changing

Policy statement

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We make necessary adjustments to our bathroom facilities and hygiene practice in order to accommodate children who are not yet toilet trained (i.e. steps, potties, changing mats etc).

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Children's privacy is maintained during nappy changing and toileting, whilst being balanced with safeguarding considerations.

General Principles

- We keep a list of the children in our care who are in nappies or 'pull-ups'. These children are checked regularly (ie. mid-morning, lunch time and mid-afternoon) and these timings are recorded with the initials of who checked.
- Changing areas are warm and there are safe areas to lay young children if they need to have their nappies changed or checked. We have an 'open door' policy which is adhered to at all times. We respectfully ask other children not to 'spectate' to ensure the child's privacy is maintained.
- Staff are respectful and discrete when changing nappies.
- Children keep their own nappies/pull-ups in their own named bag.

- In addition, all staff ensure that nappy changing is relaxed and at a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet.
- Older children use the toilet when needed and are encouraged to be independent.
- Children are encouraged to wash and dry their hands to promote good hygiene awareness.
- Parents are encouraged to provide enough changes of clothes for 'accidents' when children are potty training.

Staff Responsibilities

- Key workers are responsible for changing where possible. Other staff are also on the nappy changing rota. If there are any specific instructions or needs, all staff are briefed as to their responsibilities towards designated children so that no child is inadvertently overlooked and that all children's needs continue to be met. All children who need to be checked/changed are on a list that is used by the staff.
- All staff avoid pulling faces and making negative comments about nappy contents.
- Staff members do not make inappropriate comments about children's genitals and do not attempt to pull back a boy's foreskin to clean unless there is a genuine need to do so for hygiene purposes.
- Staff members do not make inappropriate comments about children's bodies when changing their nappies.
- Students are not part of the nappy changing rota and will only change a nappy as part of their training with a senior member of staff.

Nappy Changing Procedure

Preparing the area

- Check the changing area is clean.
- Single use gloves are put on before nappy changing starts and the area is prepared. An apron will be worn if deemed necessary.

Changing the child

- Support the child on to the changing mat. Never leave a child unattended on a raised changing mat.
- If children refuse to lie down for a nappy change, they can be changed whilst standing up providing it is still possible to clean them effectively.
- Remove the child's nappy.

- Wash and dry the child with wipes. Always wipe the genital area from front to back to prevent the local spread of infection. If applicable, take special care to ensure no faecal material is left in between folds of skin around the genital area or the buttocks.
- Put a clean nappy on the child and put on their clothes/clean clothes. Support the child to stand and leave the changing mat area.
- The mat is cleaned with an antiviricidal spray called Invincible.
- Nappies and 'pull ups' are disposed of hygienically, i.e. bagged and put in the nappy disposal unit. Pants that are wet or soiled are bagged for the parent to take home, or in some cases pants may be disposed of.
- Products are replaced to the appropriate areas.
- Gloves (and apron if worn) is/are removed and disposed of in a specific bin which is emptied daily. Staff wash hands thoroughly to prevent the spread of infection.
- Sometimes a child may have a sore bottom. This may have happened at home as a result of poor care; or the child may have eaten something that, when passed, created some soreness. The child also may be allergic to a product being used. This must be noted and discussed with the parent and a plan devised and agreed to help heal the soreness. This may include use of nappy cream or leaving the child without a nappy in some circumstances.

Monitoring and documenting

- Key workers record the following on our Intimate Care sheets that are available in the changing area:
 - Their initials,
 - Time they have changed a child (ie. am/lunch/pm),
 - If medication or nappy cream is applied,
 - Any soreness to the nappy area,
 - Whether the child has passed a stool or urinated and/or
 - Any safeguarding concerns

Safeguarding Considerations

- All staff providing intimate care will have appropriate Disclosure and Barring Service checks.
- Staff will inform a colleague before changing a nappy, clothing or toileting a child.
- Staff will report any unusual behaviour, bruising using a safeguarding concern note or if something that appears to be serious – the DSL will be called immediately, no other staff member will be called to view the injury or area of concern in line with our Safeguarding Policy.
- If a child is accidentally hurt during the changing procedure – this is reported to the Pre-School Leader, an accident form will be completed in line with the Reporting Accidents Policy and will be recorded.

If young children are left in wet or soiled nappies/'pull ups' in the setting this may constitute neglect and will be a disciplinary matter. Settings have a 'duty of care' towards children's personal needs.

This policy was adopted at a meeting of	<u>Cullompton Pre-School</u>	name of setting
Held on	<u>18th May 2011</u>	(date)
Date to be reviewed	<u>May 2012</u>	(date)
Signed on behalf of the management committee	<u>Emma Jones</u>	
Name of signatory	<u>Emma Jones</u>	
Role of signatory (e.g. chair/owner)	<u>Chairperson</u>	

This policy has an annual review period and, as such, will be reviewed and signed off at a management committee meeting of Cullompton Pre-School each year, as shown below.

This policy has been amended to a three yearly review period and, as such, will be reviewed and signed off at a management committee meeting of Cullompton Pre-School each year, as shown below.

Previously reviewed on:-	18 th April 2012	by	Jo Fellows Chairperson
Previously reviewed on:-	10 th June 2013	By	Michael Hall Chairperson
Previously reviewed on:-	16 th May 2016	by	Sarah Lush Chairperson
Previously reviewed on:-		by	

Reviewed by Staff on:	4 th November 2025
Reviewed by Committee on:	4 th November 2025
Date of next review:	November 2028

Signed on behalf of the Management Committee:	J Dilliway
Name of Signatory (printed):	Jessica Dilliway
Role of Signatory (e.g. Chairperson)	Safeguarding committee officer