



Nappy Changing Policy

And

Staff Guidelines

Policy Statement

It is our intention to make our setting genuinely accessible to all children and to give consideration to the individual needs of each child. We recognise that, while we prefer children to be independent in their toileting, not all children will be capable of this by the time they commence at Pre-School.

Achieving continence is one of hundreds of developmental milestones usually reached within the context of learning in the home and should this milestone not have been reached by the time a child starts Pre-school, the staff will ensure that the child's toileting needs are dealt with in a sensitive and professional manner.

In order to achieve this, the following working practices have been set out:

Working in partnership with parent and carers

The parent or carer will:

- Agree to ensure that the child is changed at the latest possible time before being brought to the setting
- Provide the setting with spare nappies, nappy bags, wipes and a couple of changes of clothing in the child's bag each day they attend the setting
- Understand and agree the procedure that will be followed when their child is changed at the setting – including the use of any cleanser or the application of any cream
- Agree to inform the setting should the child have any marks/rash
- Agree to a 'minimum change' policy. For instance, the setting would not undertake to change the child more frequently than if she/he were at home
- Agree to review arrangements should this be necessary

The setting will:

- Agree to change the child during the session should the child soil themselves or become uncomfortably wet
- Agree to make periodic checks to ensure the child is not in a soiled or overly wet nappy.
- Agree to monitor the number of times the child is changed in order to identify progress made
- Agree to report should the child be distressed, or if marks or rashes are seen
- The Playleader will discreetly advise the parent that the child has been changed.
- Agree to review arrangements should this be necessary

Admissions

On admission to the setting, the parent/carer will be asked to complete a registration form which will include the opportunity to state your child's position with regard to their toileting.

Procedure

If any members of staff become aware that a child has wet/soiled their nappy, if permission has already been granted via the registration form, the playleader will be informed. A Level 3 qualified member of staff will then change the child. For the privacy and dignity of the child, changing will take place in the last cubicle in the toilet area, using the designated equipment provided by the pre-school. The toilet area is within visual sight of all members of staff.

Facilities/Equipment

The Pre-school staff have been supplied with a designated changing mat, sterile wipes for the cleaning the mat, disposable aprons and disposable gloves.

Health & Safety

Staff will follow the guidelines when changing nappies or dealing with wet/soiled items which is also noted in the Health & Safety Policy. Staff must wear a fresh apron and gloves each time they change a child and dispose of them accordingly.

Child Protection

All level 3 staff hold an enhanced CRB/DBS. The normal process of changing a nappy should not raise child protection concerns. We take every measure possible to safeguard, both the child and the staff. The changing takes place within the toileting area in the main room and is within visual sight of other members of staff. Children are never left fully on their own with a single member of staff.

Distressed Children

If your child becomes unduly distressed by the experience, a member of staff will contact you by phone and agree the next course of action. If marks or injuries are observed you will be notified together with the designated person as part of our safeguarding procedures.

**This policy was adopted at a meeting of Threemilestone Pre-school
Held on 20th November 2012
(and subsequently amended on the 21st June 2013)**

Signed for and behalf of the pre-school

CHAIRMAN (Mr Scott Kellow)

Appendix A

Staff Guidelines

The below guidelines should always be adhered to when changing nappies or dealing with wet/soiled items.

If any member of staff becomes aware that a child has wet/soiled their nappy, the Playleader should be informed immediately. If prior permission has been given, a level 3 member of staff will change the child in accordance with the below procedures:

- Staff must wear disposable gloves and apron when dealing with an incident
- A fresh pair of disposable gloves and apron must be used for each nappy change
- Wet/soiled nappies should be double wrapped in a nappy bag and disposed of accordingly
- The apron and gloves are removed and disposed of in the appropriate bin.
- Staff must wash hands with warm soapy water after each nappy change is complete.

If staff levels allow, an additional member of staff should accompany the member of staff changing the child.

The nappy change must take place on the designated mat within the toilet area.

All staff should take every care to ensure the child's privacy and dignity at all times.