**Nappy Changing Policy**

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. Nappy changing is a time for an adult to spend some one-on-one time with the child and they will use this time as an opportunity to create and build relationships with the child.

Windmill Pre-School will ensure that information will be shared between parents and the key person/room leaders about nappy changing and toilet training to ensure the wishes of the parents’ are met. We understand that children are ready for “potty training” at different ages and again we will work with parents to support them with this to ensure a consistent approach is used.

NAPPY CHANGING PROCEDURES

These procedures aim to ensure the safety of both the children in our care and the Nursery staff.

* All children should be changed as and when needed, but at least twice daily, morning and afternoon, unless otherwise stated differently by parents, eg child may be toilet training and dry for longer periods of time. Whenever possible the child should be changed by a member of staff they are familiar with and NEVER by anyone who has not has a valid DBS check. All nappy changes must be recorded by the member of staff responsible on the *daily nappy changing sheet*. It should also be recorded whether the nappy was W (wet) or BM (bowel movement) D (dry), time of nappy change and initialled by the member of staff.
* A child should be changed as soon as possible if they soil their nappy or it becomes wet.
* When changing a nappy, staff members must wear disposable gloves and, if needed, a disposable apron. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
* When changing a nappy staff will ensure the changing mat is clean and ready for use. After changing the nappy staff will clean the mat with antibacterial spay.
* Staff will respect the parent/carers choice of nappies for their child and will aim to only use nappies from the child’s bag. Parents are responsible for providing nappies, wipes and nappy bags and for checking to ensure there is enough to last the session/day. At times it may be necessary to use a spare nappy provided by Pre-School, eg, if they have run out of nappies in their bag.
* Only nappy creams brought in by the parent/carers for their own child may be used on the child.
* Should a member of staff have any concerns about a child they should follow the child protection procedures.
* Children must never be left unattended in the nappy changing (adult toilet) area and staff must ensure the area around the child is safe and free from hazards.
* All nappies and wipes must be put into nappy sacks and disposed of in the nappy bin outside at the earliest opportunity. All aprons and gloves must also put into the nappy bin outside.
* The nappy bin will be emptied as and when needed, but always on the last working day of the week.
* Soiling – if a child has a wee accident, the soiled underwear needs to be placed in a nappy sack and then into the child’s bag immediately; the child needs to be cleaned and supported to fine new clean clothing. Any child having a bowel movement accident needs to be cleaned appropriately, if the underwear is badly soiled, place in a nappy sack and keep in the child’s bag (or in the adult toilet area if the child is likely to remove it from their bag) until parent collects, explain to the parent the condition of the underwear giving them to choice of keeping the underwear or allowing the staff to dispose appropriately in the nappy bin.
* When a child has soiled themselves, this will be recorded on the *toileting/ toilet accident sheet* stating W (wet themselves) or BM (bowel movement). The child to be cleaned and supported to find new clean clothing. The staff member will also add the time that the child was changed and initial it. Staff will also *aim* to record each time a child has used the toilet for the children that are toilet training during the session on the *toileting sheet.* This will enable staff to give actuate feedback to parents at collection time.
* In order to promote independence staff will encourage the children to get their bags where possible. Staff will also encourage children to remove and replace clothing and shoes if needed, with the support of the adult. Staff will give the children the choice of being changed whist standing or laying down. Children will be encouraged to use a wipe to wipe themselves again with support from an adult if needed to ensure a thorough clean.

This policy was created and adopted on 31st January 2022 and reviewed on 11th December 2023.

Bryony Smith – Chair of Windmill Pre-School Management Committee

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Claire Baker – Manager of Windmill Pre-School



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