

Field of Dreams Nursery
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Manager: Miss Nina Young

Nappy Changing Policy

At the Field of Dreams Nursery, we 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. Wherever possible, each child's key person will change nappies according to the child's individual needs and requirements.

Our procedure meets best practice identified by the UK Health Security Agency's *Infection prevention and control* document.

We enable a two-way exchange between parents and key persons so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs. An 'All about me' form must be completed by the Parent before the Child starts. This form details the individual child's toileting/nappy requirements.

We have appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation, serving areas and children's play areas
- Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded.
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a nappy sack before being placed in the designated nappy waste bin. The nappy bin is emptied twice a day morning & afternoon.
- We ask that where any non-prescribed creams are needed e.g. Sudocrem that these are supplied by the parent and clearly labelled with the child's name. Prior written permission is obtained from the parent. When applying creams for rashes, a gloved hand is used.

Staff changing nappies will: -

- Use a new disposable apron and pair of gloves for each nappy change and always wash hands before and after using gloves
- Clean disinfect and dry mats thoroughly after each nappy change; disposable towels or paper roll are discarded after each nappy change

- Ensure they have all the equipment they need before each nappy change
- Keep nappy bags, gloves and aprons out of reach of babies and children.
- Complete Child's individual Daily Nappy Chart. *See attached*

Reusable Nappies: -

In addition to the above procedures, where children wear reusable nappies we will:

- Ask the parents for a demonstration for fitting the nappy correctly
- Dispose of any soiling by flushing straight down the toilet
- Dispose of the reusable nappy liner, and place in a nappy bag (and disposed of as per disposable nappies in the nappy bin)
- Store the used nappies in a sealable wet bag away from children (including a waterproof interior and sealed to prevent any smells escaping)
- Provide the parents with the wet bag at the end of the day to clean the used nappies.

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. We aim to support all parties through the following actions:

- During the child's first settle in session parents will be informed of who their child's key worker will be.
- Promoting consistent and caring relationships through the key person system and ensuring all parents understand how this works and who is caring for their child
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensuring that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks
- Training all staff in the appropriate methods for nappy changing induction.
- Ensuring that no child is ever left unattended during the nappy changing time
- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted and that students only change nappies with the support and close supervision of a qualified member of staff
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing
- Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Ensuring all staff have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in our Safeguarding Children/Child Protection Policy. Staff are regularly updated on Safeguarding Policies.
- Balancing the right for privacy for the children with the need for safeguarding children and adults by making sure intimate care routines are carried out in the bathroom area.

- Cameras, tablets and mobile phones are not permitted within toilet and intimate care areas. Smart watches that have the facility to pictures/record videos will **NOT** be permitted to be worn within any part of the nursery.
- Operating a Whistleblowing policy to help staff raise any concerns relating to their peers or managers and helping staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery
- Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines
- Conducting regular risk assessments of all aspects of nursery operations including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

When developmentally appropriate, we work closely with parents to sensitively support toilet training in a way that suits the individual needs of the child and ensures consistency between home and nursery.

If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the Nursery Manager or Deputy Manager at the earliest opportunity.

Nappy Changing procedure

- Take the child into the bathroom and close door with vision panel.
- Wash your hands.
- Staff member to use single use gloves and apron.
- Lay the child down on the changing mat. **NEVER** leave a child unattended on the changing mat area.
- A staff member will then change the child's nappy using their own nappies, wipes and cream if applicable.
- When the child has been cleaned and changed they will be removed from the changing area and encouraged to wash their hands. Whilst the staff member cleans the area and disposes of the soiled nappy in a tied nappy sack in the nappy bin.

When changing nappies

Staff should **NEVER** undress a child within the room **ONLY** in a bathroom area.

Staff should **NEVER** 'pat' a child to check their nappy, always take a child to the Bathroom and check the nappy by following our Nappy changing procedure.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|-----------------------------------|--|------------------------|
| <i>17/10/2023</i> | Miss Nina young | <i>16/10/2024</i> |