



SUNBEAMS NURSERY

ST ALPHEGE CE INFANT SCHOOL

Changing and Nappy Policy



Implemented:

Date of last review: November 2023

Date of next review: November 2025

Staff Responsible: Mrs Amanda Humphreys & Mrs Gemma Keeble

Agreed at Full Governing Body meeting on 17/01/2024

At Sunbeams Nursery we recognise that children develop at different rates and may enter our nursery prior to beginning the process of toilet training. Therefore, we aim to work in partnership with parents and carers in order to enable our children to become independent when meeting their own toileting needs at such time as it is appropriate.

- Parents and carers agree to provide a supply of necessary equipment including nappies and wet wipes as is appropriate. Also, additional clothing should their child wet, soil or dirty their clothes.
- Parents and carers are requested to sign a permission form agreeing to nursery staff changing their child if required. At the end of each session staff will advise parents verbally, as to the circumstances under which their child was changed.
- Procedure for staff to follow when changing nappies and assisting children with their toileting needs are displayed on the walls of the changing room and children's toilets.
- Sunbeams operate an open door policy. Whilst we do respect a child's right to privacy when being changed, at no time during the changing procedure will the door to the changing room be closed.
- The changing of nappies and pull-ups will take place in the children's toilet if appropriate. If a child is wearing a particularly soiled nappy/pull-up or has other physical/emotional needs that deems it inappropriate, changing will take place in the toilet off the hallway.
- Independence is encouraged throughout changing procedures. Children are encouraged to remove or put on own footwear and clothing as appropriate.
- Where possible the child's key person will change them; or if necessary a consistent and familiar adult within the nursery.
- Member of staff to record date, time and content of nappy or the circumstances under which they are changing a child's clothing in the child's changing record, and sign.
- Parent to be notified if staff concerned about content of nappy.
- Staff to liaise regularly with parents as to what stage toilet training has reached, and for any changes.
- When a child is ready we are very happy to support parents with potty/toilet training.

Procedure for using changing table/mat

1. Spray changing table or mat with disinfectant spray and wipe thoroughly before use.
2. Wear disposable apron and gloves throughout changing procedure.
3. Line changing table or mat with blue towel.
4. Ask/assist child to remove shoes.
5. When using the changing table, the child is to use the steps to climb up and onto the changing table themselves.
6. Dispose of waste in a nappy bag and seal. Wet or soiled clothes to be sealed in a plastic bag and put in home tray for parent/carer to collect at the end of the session.
7. Encourage child to wash their hands after changing.
8. Child to return own changing bag to their peg.
9. Spray changing table or mat with disinfectant spray and wipe thoroughly, disposing of all waste in nappy bin.
10. Wash hands.
11. Record nappy change in the child's changing record.
12. If the child becomes unduly distressed at any point during changing procedure **STOP**.

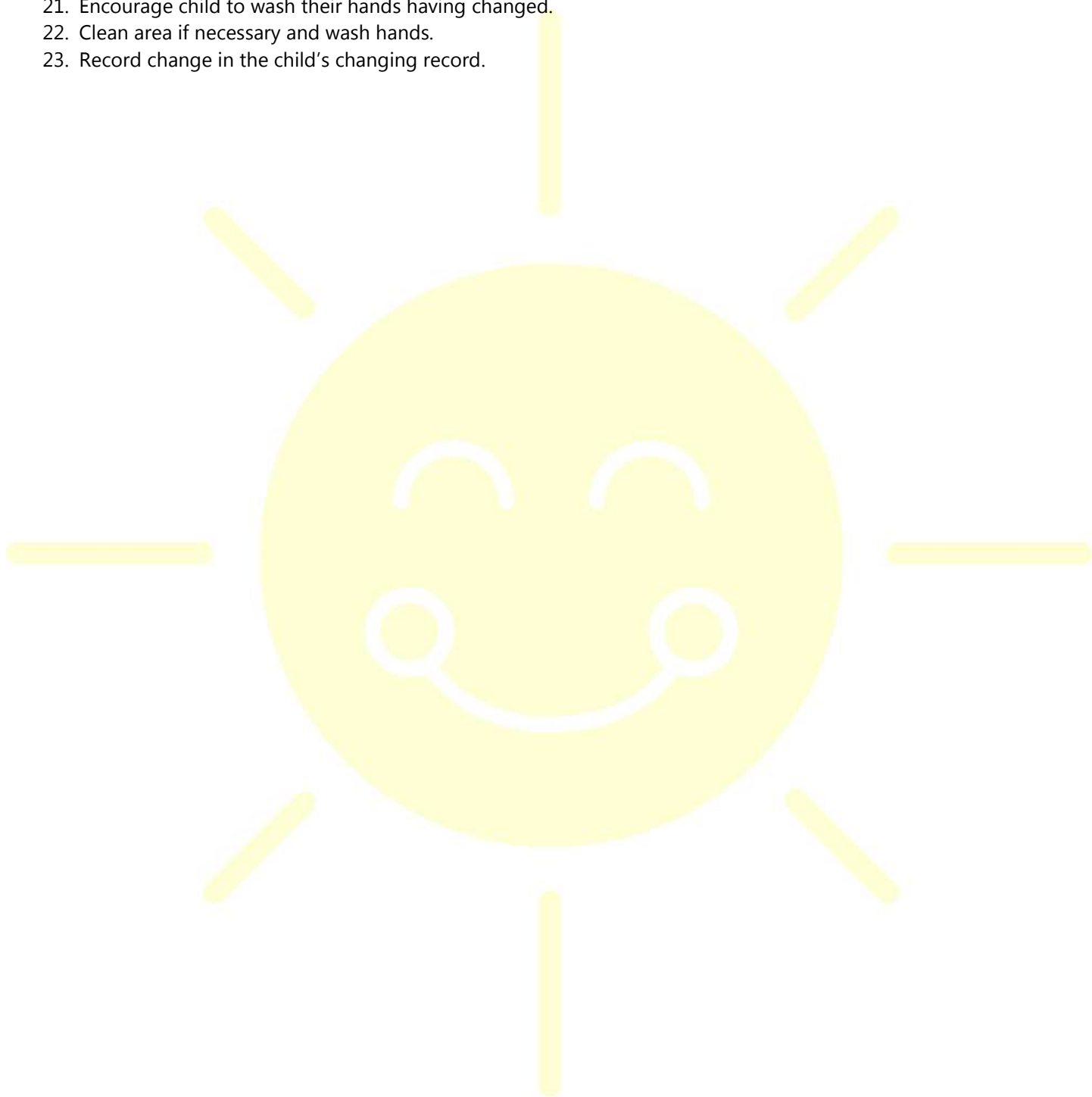
Pull-ups and nappies

13. Pull ups and nappies may be changed in the children's toilets as part of the toilet training process if appropriate.
14. Wear disposable apron and gloves and dispose of waste as above.
15. Child to be encouraged to sit on the toilet or potty where appropriate and to manage own hygiene.
16. Encourage child to wash their hands having changed.

17. Wash hands.
18. Record change in the child's changing record.

Toileting accidents

19. In the event of a child having a toileting accident, encourage the child to manage cleaning and changing self in the children's toilets. If necessary, follow the procedure for changing a nappy.
20. Seal wet or soiled clothes in a plastic bag and put in home tray for parent/carer to collect at the end of the session.
21. Encourage child to wash their hands having changed.
22. Clean area if necessary and wash hands.
23. Record change in the child's changing record.





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Procedure for changing nappies

1. Spray changing table with disinfectant spray and wipe thoroughly before use.
2. Wash hands.
3. Wear disposable apron and gloves throughout changing procedure.
4. Line changing table with blue towel.
5. Ask/assist child to remove shoes.
6. Child to use steps to climb up themselves, onto the changing table.
7. Dispose of waste in a nappy bag and seal. Wet or soiled clothes to be sealed in a plastic bag and put in home tray for parent/carer to collect at the end of the session.
8. Encourage child to wash their hands after changing.
9. Child to return own changing bag to their peg.
10. Spray changing table with disinfectant spray and wipe thoroughly, disposing of all waste in black bin.
11. Wash hands.
12. Record nappy change in the child's changing record.
13. If the child becomes unduly distressed at any point during changing procedure, **STOP**.

Pull-ups

14. Pull ups may be changed in the children's toilets as part of the toilet training process if appropriate.
15. Wear disposable apron and gloves and dispose of waste as above.
16. Child to be encouraged to sit on the toilet and to manage own hygiene.
17. Encourage child to wash their hands having changed.
18. Wash hands.
19. Record change in the child's changing record.

Toileting accidents

20. In the event of a child having a toileting accident, encourage the child to manage cleaning and changing self in the children's toilets. If necessary, follow the procedure for changing a nappy.
21. Seal wet or soiled clothes in a plastic bag and put in home tray for parent/carer to collect at the end of the session.
22. Encourage child to wash their hands having changed.
23. Clean area if necessary and wash hands.
24. Record change in the child's changing record.