

Sandy Lane Nursery and Forest School
"Nurturing curiosity and inspiring imagination"



2022-23

Nappy Changing Policy

DOCUMENT STATUS

Produced By	Version	Date	Action
Sandy Lane Nursery and Forest School	1	Sept 2010	Adopted by Premises, Health and Safety Committee, 10.02.11
	2	05.07.22	Adopted by school's full governing body

Legislation

The Children and Families Act, section 69

The Special Educational Needs and Disability Regulations 2014

The 0-25 Special Educational Needs and Disability Code of Practice (June 2014)

Links with the following school policies

Intimate Care

Administration of Medicines

Safeguarding and Child Protection

Toilet Training

Whistleblowing

Positive Handling

Approval

Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher.

Review Frequency

Governing body free to determine.

Sandy Lane Nursery and Forest School

Nappy Changing Procedures

At Sandy Lane Nursery and Forest School, we believe that each child's nappy changing and toileting routine should take place in a positive, calm environment where every child feels safe and secure. We ensure that we comply with parent/carer requests and that we consider each child's individual physical and emotional abilities and needs. This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing. Please always bear in mind the quality of the child's experience during this intimate and special time.

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 whatever their age. We work with parents/carers towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults.

AIMS

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change a child's nappy
- To assure parents/carers that staff are knowledgeable about personal care and that their child's individual needs are taken into account
- To protect children from discrimination and ensure inclusion for all
- To ensure that the intimate event of nappy changing is a quality experience for the child

Basic Principles

At Sandy Lane Nursery and Forest School we will take into consideration the following principles when nappy changing:

- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- Children are supported in their understanding of toileting procedures so that they are led to independence

Vulnerability to Abuse

We will ensure that all staff are familiar with our Safeguarding and Child Protection policy and procedures to develop children's resilience and to protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by their key person or another member of staff they have a close relationship with, and it is important that we signal our intention to change a child's nappy and ask for the child's consent, as appropriate for their development. That means we do not give children the message that just anyone can pick them up, take them off and undress them.

Staff should always change children when there is a colleague in the room. Children are changed in a nappy-changing areas which allows for privacy but which is not closed off. This is part of making sure we have a culture of openness which safeguards children and ensures all adults follow safe working practices.

In Rainbow Room, staff must ensure that the toilet window is not obscured. Staff must position themselves where they can be seen from the classroom. It is essential that, if any member of staff has a concern about safe and appropriate nappy changing, they raise their concern immediately with a member of the safeguarding team.

Working with Parents/Carers

We will work with parents/carers when attending to nappy changing routines.

- Where parents/carers are present, i.e. during the settling in period, they will be asked to change their own child's nappy. Staff will ensure there are no other children in the toilet area before the parent/carer enters or they will be shown to the alternative changing area by reception
- If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers
- Parents/carers will be asked when their child first starts at the nursery whether or not their child has any special words/actions/particular needs during their nappy changing procedure
- Any significant observations made during a nappy changing procedure will be notified to the parents/carers at the end of the session (i.e. badly soiled nappy/strong urine, etc)

Achieving Continence

At Sandy Lane Nursery and Forest School we will encourage all our children to achieve continence when they exhibit signs that they are ready and we actively support parents with toilet training at home. In addition, key people ensure that nappy changing is relaxed and a time to promote independence in young children. The nursery SENDCo is able to make a referral to the bowel and bladder service to request support from the continence nurse if this is felt to be appropriate and with consent from the child's parent/carer.

Protection for Staff

As far as possible, nappy changing procedures will be carried out by the child's key person, protection being afforded to the single member of staff in the following ways:

- Staff will feel confident with the nappy changing procedures outlined below and will seek additional guidance from the room leader as required
- Staff will inform another member of room staff discreetly that they are taking the child to carry out a care procedure
- If a situation occurs that causes staff concern, staff should record and report the incident to one of the school's safeguarding team immediately
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the lead for safeguarding immediately

- Staff will be trained in the area of intimate/personal care for children with specific needs and procedures for safe moving and handling
- Agency staff will not change nappies unless employed as a key person or on a long term basis and no students will change nappies

Nappy Changing Procedure

Children in Rainbow and Sunshine Rooms have a named box which is stored in the respective bathrooms which contains all items needed by the child (nappies, cream, change of clothes) with the exception of nappy sacks, antibacterial wipes, gloves and aprons which are stored in the respective bathrooms. Children in Garden Room have a labelled bag on their coat peg which contains the items listed above. Where possible, children in Garden Room will be encouraged to collect this bag themselves as part of the nappy changing procedure.

We will follow the nappy changing procedure below:

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack and cream, if necessary. If a child requires a cream to be administered during a nappy change, parents/carers must provide this in a named pot/tube and complete an 'Administration of Medication Consent Form' to be kept by nursery
- Wash and dry your hands
- Put on gloves and apron. Use a new set of gloves and apron for each nappy change
- Approach the child and say or sign that it's time for a nappy change. You may need to negotiate (e.g. "OK, I can see you're playing, but we need to change your nappy. We'll do it in 2 minutes."). You should never approach a child from behind, pick them up and take them for a nappy change
- Place the child on a nappy changing mat or, if using steps, support the child if necessary to climb up the steps. Children in Rainbow Room will be changed on the rise and fall bed
- Talk with the child throughout this process, sing songs, explain what you are doing, if appropriate provide a small resource for the child to handle during changing time and reassure the child throughout

- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack
- If the child's clothes are soiled, they should be bagged separately and sent home - they should not be rinsed by hand
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in the nappy bin
- Put on a clean nappy and apply cream if necessary (see above)
- Take off the gloves and apron and place them in a pedal operated bin
- Dress the child (if appropriate, encourage the child to support you to do this)
- Encourage the child to wash their hands using liquid soap, warm water and paper towels
- Wash your hands using liquid soap, warm water and paper towels
- Show the child back to their room
- If there are any concerns to share with parents/carers (loose nappy, badly soiled clothing, strong urine, etc) note this down and follow the room procedure for storing this information to share with parents/carers at the end of the session
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands