



ROSSETT ACRE PRIMARY SCHOOL

Nappy Changing Policy

Name of School:	Rossett Acre Primary School
Member of staff responsible:	Inclusion Manager
Date of Policy:	February 2025
Review Date:	February 2026

Introduction

At Rossett Acre Primary School 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. We understand that children are at different developmental stages and, unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents to support them towards independent toilet training.

As a school we aim to be inclusive to all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support and non-judgemental concern of adults. Information will be shared between parents and a key person about nappy changing and toilet training in a way that suits the parents.

This policy will be used when supporting children requiring nappy changing and other related personal care tasks. It has been written to ensure that best practice is always carried out and that procedures followed comply with the legal requirements of the Early Years Foundation Stage statutory framework. 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.

Aims

- To ensure that children in our care are comfortable and happy at all times
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change children

- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination and ensure the inclusion of all

Basic Principles

At Rossett Acre Primary School staff will bear in mind the following key principles when changing a child's nappy:

- Children have the right to feel safe & secure
- Children will be respected and valued as individuals
- Children have a right to privacy / dignity
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures.
- To ensure children are comfortable and happy, nappies will be checked at regular intervals and promptly changed when required. (I.e. when wet or soiled).

Vulnerability to Abuse

As a school we ensure that all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child's resilience and 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. Furthermore, it is important that we signal our intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what is going to happen, as appropriate to their level of development. This helps give children the important message that not just anyone can pick them up, take them off and undress them.

Staff should always change children in the designated nappy changing area (disabled toilet) which can allow for privacy. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

Working with Parents/Carers

- We will work with parents when developing a child's nappy changing routine.
- Where parents are present, e.g. during the settling in period, they will be asked to change their child's nappy.
- If a child has any disability or medical need that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at the school whether or not they have any particular needs or any special words or actions used during their nappy changing procedure.
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Achieving Continence

At Rossett Acre Primary School we will encourage all children to achieve continence when they exhibit signs that they are ready. This will be achieved through modelling, positive praise, working with parents and having high expectations. In addition to this, a child's key person will ensure that nappy changing times are relaxed and a time to promote increasing independence.

Protection for Staff

As far as possible nappy changing procedures will be carried out by a child's key person. Protection for that person will be undertaken in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Staff will discreetly inform other key workers that they are taking a child to the toilet to change.
- Each instance of intimate care will be recorded by the adult who completed it. Details recorded will include: what personal care tasks were carried out, by who, the time and date it was completed.
- If a situation occurs that causes the members of staff concern the incident will be reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's Designated Safeguarding Lead (DSL) immediately.

Changing procedures followed by staff:

- A child's nappy should be checked on arrival at school. If necessary, it should be changed immediately. If it does not need to be changed the time checked should still be noted on the nappy changing chart.
- A child should be changed as and when needed, but at least twice daily, morning and afternoon. Whenever possible the child should be changed by their key person and NEVER by anyone who has not provided satisfactory DBS.
- In some cases, it may not be practical to have two members of staff present when nappy changing due to staffing numbers, size of the room and dignity for the child. However, the keyworker should always inform a nearby member of staff that they are changing the child and have the door wedged ajar so that adult can do regular checks. *"There is no legal requirement for 2 adults to be present in such circumstances and that such a requirement might in any case be impractical"* National Union of Teachers: *Continence and Toilet Issues in Schools*.
- All nappy changes must be recorded by a member of staff. It should also be recorded whether the nappy was W (wet), S (soiled) or C (cream used), time of nappy change and signed by the member of staff.
- A child should be changed immediately if they soil their nappy or it becomes wet.
- Prepare the changing mat by cleaning it with antibacterial spray.
- Ensure the following items are ready before changing a child's nappy; clean nappy, wipes and nappy cream if required. (N.B - where cream is used the child should have their own named cream and written permission obtained from the parent).
- Approach the child and say or sign that it's time for a nappy change.
- Wash and dry your hands and put on a pair of disposal gloves/disposable apron. (N.B - staff must put a fresh set of gloves on for every child that has a nappy changed.)
- Support the child on to the nappy changing mat.
- Remove the child's clothing to access the nappy.
- Staff members will then remove the child's nappy and clean the area, always from front to back using wipes and cream provided by the parents/carers. The member of staff must ensure the child is clean and comfortable by putting on a clean nappy and a clean set of clothes if required.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.

- The staff member must then wash the changing table with antibacterial spray.
- Soiled nappies will be placed into a tie handle bag then placed into the designated nappy bin.
- The staff member must then place the used gloves in the bin provided and wash their hands with liquid antibacterial soap and running water and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the classroom to continue with their activities / play.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry.

Toilet Trained/Training

- If a child is old enough to meet their own toileting needs, the staff member can support the child according to age and ability to use a potty or toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.
- Staff members will also ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.
- When supporting a child that needs to be changed the staff member will approach the child and explain that they would need to clean and change them into some dry clothes.
- The staff member will put on a pair of disposable gloves/apron.
- Remove the wet/soiled clothes from the child.
- Clean the areas that need cleaning. The staff member will talk through with the child what they are about to do so that they are happy and understanding. If a child is capable of doing so they can help with the removal of any clothing.
- Wet/soiled clothing will be put into a bag so that they can be sent home.
- Staff member will wash their hands with antibacterial soap and running water and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the classroom to continue with their activities/play.
- Staff will return to the changing area and clean the area. Area will then either be closed until dry or a wet sign would be placed up.

Parental Responsibilities

At Rossett Acre Primary School we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at school.
- Parents must sign a consent form granting permission for their child's nappy to be changed.
- Parents, with the support of their child's key worker, must complete a personal care plan for their child. This document will be essential in ensuring children are provided with consistent care.
- The school requires parents to supply nappies, wipes and creams that will be used and applied as necessary.
- Parents understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health.
- Parents must send their child in nappies or protective underwear until they are dry and clean the majority of the time.

Setting

- Advance consideration needs to be given to offsite and residential visits including swimming.
- Every child's right to privacy must be respected.
- To maintain the child's dignity, they should be changed only in designated appropriate toilet facilities, for example a disabled toilet or changing area.
- This area should be clean, warm and safe.
- Appropriate facilities must be available.
- Changes of clothing should be made available by parents/carers.

Things to consider:

- Keep a box of favourite things/toys/books/chew buddies to occupy and use during the nappy/pad changing routine (positive reinforcements)
- Use a calm tone of voice
- Warn the child before you touch them using the child's name before giving an instruction/prompt.
- Ensure another member of staff is aware that the nappy changing routine is about to happen. This ideally should be a member of the EYFS team or a member of SLT.
- Be aware of the supply levels of nappies, wipes, creams and other products supplied by the school. Parents should be given plenty of notice to be able to replenish their child's supplies.
- All staff to be made aware of the child's needs and ways to support them.