

ARUNDEL COURT PRIMARY SCHOOL

POLICY FOR Nappy Changing in Early Years

The aims of this policy and procedure are:

- To safeguard the rights and promote the welfare of all children;
- To provide guidance and reassurance to staff who are required to toilet/change a child's nappy;
- 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 inclusion for all.
- To ensure all school's own nursery children starting reception in the autumn term are fully toilet trained unless there are any underlying medical or developmental reason why they might not be.

Stall will endeavour to follow these principles when nappy changing and toileting:

- 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 nappy changing and toileting procedures so that they are led to independence.

We will ensure all staff are familiar with our Safeguarding and Child Protection policy to develop children's resilience and to protect them from any form of abuse.

As far as possible, nappy changing and toileting procedures will be carried out by the child's Key Person or someone familiar to the child:

- All staff will be familiar with the nappy changing policy.
- If a situation occurs that causes staff concern, the manager (who is the designated staff member for safeguarding and child protection) should be called upon.
- Where staff are concerned about a child's actions or comments whilst carrying out personal care, this should be recorded and discussed with the manager, who is the designated staff member for safeguarding and child protection.
- Half termly risk assessments will be carried out for toileting and nappy changing procedures.
- Staff will receive training in the area of intimate/personal care for children with specific needs and procedures for safe moving and handling when required.
- Students will not change nappies or toilet children.
- Volunteers or trainees will not change nappies or toilet children.
- Only staff members with Disclosure Barring Service checks (DBS) will undertake nappy changing and toileting.
- All nappy changes and toileting will be recorded on our changing records.

- Staff will change nappies in the children's bathroom, where the door is always open. If staff are concerned, then they will call upon another member of staff to be present.

Nappy Changing

It is important that children are changed in a reassuring and caring way 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.

Involving parents and careers

- We will work with parents to help with the toilet training if needed.
- Where parents are present, i.e. during the settling in period, they will be asked to change their own child's nappy.
- 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 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 parent/carer at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Nappy changing procedure

Parents are encouraged to send their children to nursery with a clean nappy. As they are only in for 3 hours, the staff will change the child's nappy if soiled or very wet.

1. Staff approach the child and say or sign that it's time for a nappy change, asking the child "can I change your nappy?"
2. Staff to wash hands using liquid soap and warm water.
3. On entering the bathroom together, staff use this as an opportunity for conversation. Staff ensure gloves are always worn before nappy changing starts. (Aprons are optional.)
4. If gloves are soiled from a soiled nappy, gloves are removed and placed in the nappy sack and new gloves put on.
5. The child's bag will be on their peg. Where cream is used the child should have their own named cream.
6. Child's clothes are removed to access the nappy.
7. A clean nappy is put on and cream applied if necessary.
8. The child is encouraged/supported to dress themselves.
9. The child is encouraged/supported to wash their hands using soap, warm water and dry with paper towels.
10. Changing mat, surrounding area and underneath the mat is sprayed with antibacterial spray.
11. Paper towels and apron are placed in the grey bin and staff wash hands using liquid soap, warm water and dry with paper towels.

Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child. Wipes and cream should be included. Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet. If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand. All used pull-ups and nappies will be disposed of in the onsite grey bin which is removed regularly.

Toileting Children

At Arundel Court Primary Academy, we expect our children going to reception to be toilet trained in the summer term. We work with parent/carers towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. In this case we will continue to work with the parents/carers and other agencies to support the child. Children who do not fit this criterion will be encouraged to return to nursery in the summer term when ready and fully toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. All children are treated with dignity, care and compassion during nappy changing/toileting. Staff will ensure this time is relaxed; they do not make negative comments about nappy/potty/toilet contents.

We aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it. Where children are in pull-ups, we will remind them at frequent intervals to use the toilet.

Toileting or potty training procedure

1. Staff will wear protective gloves and apron when supporting children during toileting. These will be disposed of after each use.
2. Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.
3. Staff will remind children to use the toilet/potty regularly.
4. Potties are available for children too small to use the toilet or those who feel more confident using a potty.
5. All children will be encouraged to adopt good personal hygiene by washing their hands properly.
6. Staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing task.
7. Activities and routines will also include reminders about the need for good personal hygiene.
8. Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents, wet wipes and cream if required. These clothes will only be used for that child.
9. Staff will praise children verbally throughout the experience.
10. Potties will be cleaned with antibacterial spray, disposable paper towels and left to dry.

This policy will be reviewed by the EYFS and KS1 Deputy Headteacher in the Summer term before the start of each academic year.

Review Date: July 2024