



NAPPY CHANGING POLICY

Member of staff responsible	Cindy Humphries
Committee member responsible	Steph Gattenby
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Biennial
Date next review due	February 2012

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	May 2009	Checked against PSLA guidelines.
1.1	June 2009	Change to committee members responsible
1.2	June 2009	Small change to procedure
1.3	February 2010	Expanded to include toileting accidents

Statement of intent

We wish to include all children in our setting and understand that children arrive at pre-school at different stages in their development and that some children may still be in nappies or trainer pants. We work with parents towards toilet training, unless there are any medical or developmental reasons why this would be inappropriate.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child	

Procedures

In the event of it being necessary to change a child's nappy, the following procedures will be followed.

1. In order to care for the children's physical needs we ask that parents/carers:
 - Make sure that wherever possible children arrive at pre-school wearing a clean nappy or trainer pants
 - Provide nappies, cream, wipes and bags for soiled nappies so that if it is necessary to change the child their individual needs can be met
 - Discuss any issues arising from the policy with the child's key worker
2. The pre-school will ensure that:
 - Only a person with relevant police checks will change children's nappies or trainer pants
 - Children's nappies or pants will be changed in a private, designated area which complies with Health, Hygiene and Safety regulations
 - Although this area is private, it is not secret and the member of staff can still be easily seen and heard by other staff members
 - The designated area/mats etc. will be cleaned before and after a child is changed with a suitable disinfectant cleaner
 - A child will never be left alone on the changing mat
 - Staff will wear clean disposable gloves and plastic aprons for each child
 - Appropriate hand washing facilities will be available for the adult and the child and hands will be washed using bacterial soap and dried thoroughly with a paper towel after completing the procedure
 - Dirty nappies/pants will be double bagged and returned to parents/carers when the child is collected (in the bag in which nappies/wipes etc are provided)
 - The child's privacy will be respected at all times during nappy changing
 - If a child has a toileting accident, staff will assist the child in changing in the toilet area. Staff will wear clean disposable gloves as before, the hand washing procedure will be as above and soiled clothing will be double bagged and returned to parents. The child's privacy will be respected at all times.
 - If the parent/carer has any queries or concerns about this procedure they should talk to their child's key worker or any other member of staff