Nelson Academy

Policy: Nappy Changing Policy

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Nappy Changing Policy

Introduction

At Nelson Academy and Nelson Nursery we understand that children are at different development stages and unless there are any medical or developmental reasons why this would not be appropriate, we work in partnerships with parents to support children 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 of adults.

The 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.

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 child's individual needs are taken into account.

- To protect children from discrimination and ensure the inclusion of all.

Basic Principles

At Nelson Academy and Nelson Nursery, staff will follow key principles when changing a child's nappy:

- Children have the right to feel safe and secure

- Children will be respected and valued as individuals

- Children have the 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 Primary School and Nursery 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 staff. 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 nappy-changing area or suitable environment. While allowing for privacy, these areas are not locked. This is part of making sure that 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/carers when developing a child's nappy changing routine.

- Where parents/carers 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 Nelson Academy and Nelson Nursery 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/carers at the end of the session (i.e. badly soiled nappy/strong urine etc.)

- If a child is unduly distressed about having their nappy changed, parents/carers will be contacted to discuss the matter and a plan will be put into place.

Protection for Staff

Nappy changing procedures will only be undertaken by an appropriately authorised member of staff who has completed the required suitability checks and has received appropriate information, instruction and/or training for the child's needs and the setting's intimate-care procedures. 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 members of staff that they are taking a child to change.

- Each instance of intimate care will be recorded by the adult completing it. Details will include: What personal tasks were carried out and by whom as well as the time and date it was completed.

- If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident 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 will be recorded and discussed with Nelson Academy's designated safeguarding lead (DSL) immediately.

- Staff will be specifically trained in the area of Intimate/Personal care for children with specific needs.

- To ensure the safe moving and handling of children, children will use steps to independently climb on to the changing area, with support provided if required.

Changing procedures followed by staff:

1. Prepare the changing mat by cleaning it with antibacterial spray.

2. Ensure the following items are ready before changing a child's nappy; clean nappy, wipes and nappy cream if required. (NB – all of these are to be provided by the parents. If necessary, the child should have their own named cream and written permission obtained from the parent for application).

3. Approach the child and say or sign that it is time for a nappy change. Sometimes the child will tell you when their nappy needs changing.

4. Staff will always wear gloves when changing children. Full PPE is available to be worn by any member of staff who wishes to do so, this includes a face mask, gloves and an apron.

5. Support the child on to the nappy changing unit using the steps.

6. Remove the child's clothing to access the nappy. Try to encourage the child to help as much as possible.

7. The staff member will then remove the child's nappy and clean the area, always from front to back using wipes and cream provided by parents/carers. The staff member must ensure the child is clean and comfortable by putting on a clean nappy and if required, a clean set of clothes.

8. If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.

9. All nappies whether wet or soiled should be placed into nappy bags.

10. 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 dry them on a disposable paper towel.

11. Clean the nappy changing mat, surrounding area and underneath the mat with antibacterial spray 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, ensuring that they are comfortable, clean and dry and have washed their hands afterwards.

- Staff members will ensure that a potty, designated toilet or training seat is available for children being toilet trained. It will be cleaned with antibacterial cleaner after use.

- When supporting a child that needs to be changed, the staff member will follow the points in the Changing Procedures section.

Parental Responsibilities

At Nelson Academy and Nelson Nursery we work in partnership with parents/carers and ask them to assist us by ensuring the following:

- Parents/carers understand and agree the procedures that will be followed when their child is changed at Nelson Academy and Nelson Nursery.

- Parents/carers must sign a consent form granting permission for their child's nappy to be changed. (Appendix 1)

- Parents/carers must provide nappies, nappy sacks, wipes, plenty of spare clothes and sundries that will be used and applied as necessary. It is the responsibility of parents/carers at the end of each session, when your child's bag comes home, to ensure their child has plenty of nappy changing provisions (nappies, nappy sacks, and nappy rash cream) and several complete changes of clothing, in preparation for their next session. Where supplies are unexpectedly unavailable, we will ensure that the child's immediate hygiene, comfort, dignity and welfare needs continue to be met. Parents/Carers will be informed and asked to replenish supplies as soon as possible.

-Where a cream or preparations falls within the Academy's medicines arrangements, it will be administered and recorded in accordance with the Academy's Administration of Medicines Policy and the current EYFS Statutory Framework.

– Parents/carers understand that they will be asked to collect their child from Nelson Academy or Nelson Nursery if their child shows symptoms of illness or indications of ill health.

To be reviewed – September 2027

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Appendix 1

Nappy Changing and Clothes Changing Agreement

In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents/carers and the school with regard to intimate care. Intimate care is any care which involves washing, touching or carrying out an invasive procedure which children are unable to do for themselves, arising from the child's stage of development. Intimate care may involve helping with drinking, eating, dressing, toileting or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene. Staff at Nelson Academy and Nelson Nursery providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and themselves. All staff are supported and trained so that they feel confident in their practice.

Name of Child _____

- I give permission to Nelson Academy and Nelson Nursery to provide appropriate intimate care to my child.

- I understand that this will be carried out by a member of Nelson Academy or Nelson Nursery.

Signed _____ Parent/Carer

Date _____

I agree that in case of an emergency, my child can have the following baby wipes used on them: -



Signed _____ Parent/Carer