



Nappy Changing policy.

Statement of intent.

Little Acorns Pre-School understand children need regular nappy changes throughout the day. Parents/carers are asked to provide their own chosen type of nappy and wipes for children who are not toilet trained, and a suitable change of clothes. A small number of nappies and wipes will be kept at Pre-School in case of an emergency, and spare clothes e.g. top, trousers, socks and pants. A record of all nappies changed must be recorded. Any soreness in the nappy area, marking or cream being applied should also be recorded.

Procedure to be followed.

- Changing of nappies is only done by permanent paid members of staff with a full DBS check.
- Children, where possible, will be changed by their Key Person.
- Nappy changing will take place in the adult bathroom. The door to the bathroom will be left open/ajar in accordance with sensitivity of the child, for the protection of both the staff and the children.
- Nappies and wipes will be sought prior to taking the child into the bathroom to be changed.
- Disposable gloves and aprons will be used at all times and must be disposed of in the waste bin provided. A new pair of gloves and a new apron will be used for every nappy change.
- Children will be changed on a changing mat on the floor and staff will use a kneeler.
- A child must **never** be left unattended in the bathroom.
- Soiled nappies are to be placed in the bin provided; this must be emptied at the end of each day or more frequently if full.
- When finished with, the changing mat will be cleaned by the member of staff using antibacterial spray and paper towels.
- Any soiled clothes should be rinsed out if necessary and placed in a plastic bag with the child's name on ready for the parent/carer to collect at the end of the child's session. Each child should have a change of clothes with them, if not; a spare set of Pre-School's clothes should be used.
- Staff should ensure that hands are washed correctly.
- Staff will record all nappy changes in the book provided which is to be kept in the bathroom. Any soreness, marking or any cream being applied (If prescribed) should also be recorded



Procedures for toilet training.

- Children will be reminded and encouraged to go to the toilet regularly.
- If a child is using a potty at home parents are welcome to provide Pre-School with a potty to be used at the setting if this supports the toilet training process.
- Soiled underwear or clothes will be changed. Each child should have a change of clothes with them. If not, a spare set of Pre-School clothes will be used. Any soiled clothes should be rinsed out if necessary and placed in a plastic bag with the child's name on ready for the parent/carer to collect at the end of the child's session.
- Disposable gloves and aprons will be used at all times and must be disposed of in the waste bin provided. A new pair of gloves and a new apron will be used for every child changed.
- Any accident had by a child is to be treated with sensitivity and discretion.
- The bathroom floor must be cleaned using the red mop, mop bucket and disinfectant.

Safeguarding

If a member of staff has any safeguarding concerns about a child after changing their nappy of toileting, these should be recorded and discussed with the Designated Safeguarding Lead or deputy.

Staff must ensure they are aware of the signs of abuse, including FGM. Please refer to safeguarding policy for further guidance.

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald's Pre-School held on (Date).....

Signed on behalf of Management Committee.....

Role of signatory.....

To be reviewed.....