



Policy on Nappy Changing

“The policy on Nappy Changing at APS is posted on the School’s web site and is available to all parents and prospective parents. A printed version of the policy can be supplied on request.”

This policy applies to the Nursery setting at APS and has been written in conjunction with the Policy on Intimate Care.

At Altrincham Preparatory 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. Wherever possible, each child’s key person will change nappies according to the child’s individual needs and requirements.

Our procedures meet best practice identified by the Health Protection Agency (2011) in ‘Best practice advice for nurseries and childcare settings’.

We will enable a two-way exchange between parents and key persons so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child’s needs. Parents will be supported in the process of toilet training by the child’s key person at Nursery.

We will use appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation and serving areas and children’s play areas;
- Changing mats will have a sealed plastic covering and be frequently checked for cracks or tears. If cracks or tears are found, the mat will be discarded. Disposable towels/roll should be placed on top of the changing mat for added protection;
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a ‘nappy sack’ before being placed in the designated nappy bin. The nappy bin is lined with yellow nappy bin liners, are regularly emptied and placed in an appropriate waste collection area.
- Each child should have their own cream. These are to be supplied by the parent/guardian and must be clearly labelled with the child’s name. When applying creams for rashes, a gloved hand will be used.

Staff changing nappies will:

- Use a new disposable apron and pair of gloves for each nappy change and always wash hands before and after using gloves.
- Clean disinfect and dry nappy changing unit and mats thoroughly after each nappy change; disposable towels/roll must be discarded after each nappy change.
- Ensure they have all the equipment they need and access to fresh water before each nappy change.

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. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works and who they will be working with
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensuring that the nappy changing area is inviting and calming
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks
- Training all staff in the appropriate methods for nappy changing
- Ensuring that no child is ever left unattended during the nappy changing time
- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted; and that students only change nappies with the support and close supervision of a qualified member of staff
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing
- Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training

If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines please see the Nursery Manager at the earliest opportunity.

This policy was compiled by Sue Kelly

Its implementation is the responsibility of the Nursery Manager and **all** Nursery Practitioners

It will be monitored for its effectiveness by the Head Master on behalf of the Governors

This policy is scheduled for review annually, or before if deemed necessary.

Date Written/ Reviewed: September 2016

Date to be reviewed: September 2017