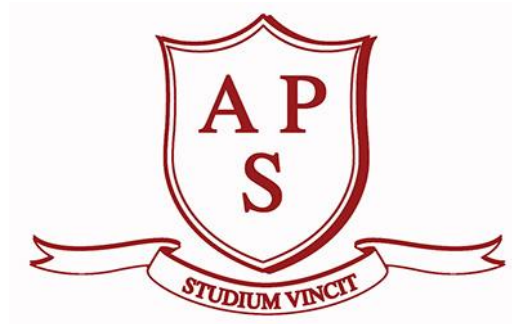




ALTRINCHAM PREPARATORY SCHOOL

Policy on Nappy Changing

Author:	Mrs Victoria Murrell (Head of Early Years)
Responsible Person:	Mr Nick Vernon - Headmaster
Date of last review:	September 2025
Summary of changes:	Change of Early Years Lead
Date of next review:	September 2026

This policy applies to Altrincham Preparatory School, primarily the EYFS. This policy is available upon request to parents and prospective parents and is published to parents and prospective parents on the School's website.

This policy has been written in conjunction with the Intimate Care Policy.

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. A child's key person or a member of staff working in the child's class that the child feels safe and secure with will change nappies according to the child's individual needs and requirements.

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

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. A disposable covering should be placed on top of the changing mat for added protection and must be discarded after each nappy change.
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a 'nappy sack' before being placed in the nappy bin. The nappy bin is lined with nappy bin liners, regularly emptied and placed in an appropriate waste collection area.
- Each child should have their own wipes and cream, where necessary. 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 the nappy changing unit and mats thoroughly after each nappy change; the disposable covering 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 child 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 and familiar adult system in the Nursery, Pre-School and Reception and ensuring all parents/guardians 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 enhanced DBS checks.
- Ensuring that no child is ever left unattended during the nappy changing time.
- Conducting thorough inductions for all new staff to ensure they are fully aware of all 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 personal development reviews to identify any areas for development or further training.

If any parent/guardian or member of staff has concerns or questions about nappy changing procedures or individual routines please see the Nursery Manager or the Head of EYFS Curriculum and Compliance at the earliest opportunity.

The implementation of this policy is the responsibility of the Nursery Manager, Head of EYFS Curriculum and Compliance, **all** Nursery Practitioners, **all** Class Teachers and Teaching Assistants and **all** After School Care Practitioners. It will be monitored for its effectiveness by the Headmaster and Head of EYFS Curriculum and Compliance on behalf of the Governors.