



HEYWOOD PREP  
CORSHAM

# NAPPY CHANGING POLICY

**Updated  
March 2019**

## 1. Introduction

This Policy applies to the EYFS, including after school and holiday clubs.

## 2. Policy statement

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. However, we recommend that children are toilet trained by the time that they join the pre-school classes.

We have appropriate bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

## 3. Procedures

- Class teachers have a book of nappy changing times for the young children in their care who are in nappies.
- Class teachers undertake changing young children in their class groups; or the Nursery assistants. For child protection reasons, nappy changing always takes place where another member of staff is present, or in a room where a member of staff would have a clear view of the child being changed and the adult changing them.
- Changing areas are warm and we have specialist nappy changing facilities to lay young children if they need to have their bottoms cleaned.
- Each young child will bring their own supply of nappies and wipes on a daily basis.
- Gloves and aprons are put on before changing starts and the areas are prepared.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet or potty; they may just want to sit on it and talk to a friend who is also using the toilet.
- They should be encouraged to wash their hands and have soap and paper towels to hand.
- Staff are gentle when changing; they avoid pulling faces and making negative comment about 'nappy contents'.
- Staff do not make inappropriate comments about young children's genitals when changing their nappies
- Older children access the toilet when they have the need to and are encouraged to be independent. We regularly remind children to use the toilet.
- Nappies are disposed of hygienically in clinical waste bins. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent to take home.
- If young children are left in wet or soiled nappies in the setting this may constitute neglect and will be a disciplinary matter. We recognise that settings have a 'duty of care' towards children's personal needs.
- Staff talk to the young child at nappy changing time, explaining what the adult is doing and why during the various stages.
- Where appropriate, the young child is encouraged to help by putting their shoes on, pulling clothes up and down, and so on.

- For safeguarding reasons, nappy changing and intimate care should not be conducted in a location where the child being changed would be obscured from the view of staff going about their day-to-day business, for instance with the staff member's back to colleagues and blocking their line of sight.

#### **4. Approval & Review**

This policy was reviewed in March 2019 and approved by Anna Lawrence, Head of Pre-Prep. It will be reviewed on an annual basis. The next policy review will take place in February 2020.



Anna Lawrence  
Head of Pre-Prep