

# Ronald Openshaw Nursery Education Centre



## Nappy Changing Policy and Procedure

**OCTOBER 2015**

Approved by Governors

Agreed by:.....

Chair of Governors:.....

Date:.....

Minute ref:.....

Head Teacher:..... Date:.....

## RONEC NAPPY CHANGING POLICY AND PROCEDURE

“In impersonal nurseries, anyone and everyone changes nappies, at a time which is convenient to the organisation. Children may be processed across the nappy changing table like tins of beans travelling along the checkout at the supermarket.

Where there is a thoughtful keyperson system, it will almost always be the keyperson who changes a child’s nappy. The keyperson will know about how the child likes to be told that a change is needed, and may have special rituals and perhaps a special song for nappy changing time.

A keyperson changes a nappy in the context of a relationship with the child. If just anyone changes nappies, wipes noses and rocks children to sleep, then there are no special relationships. The care of the children becomes just another task alongside mopping floors and cleaning tables.”

Julian Grenier, Developing positive relationships with children (EYFS 2007)

This policy sets out the clear principles and guidance on supporting children’s needs with specific reference to nappy changing. Please always bear in mind the quality of the child’s experience during this intimate and special time.

### **The Disability and Discrimination Act (DDA 2001 amended 2005)**

In line with the above named Act, Ronald Openshaw Nursery Education Centre will ensure:

#### Policy statement

No child is excluded from participating in our setting, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent whatever their age. We work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time. We make necessary adjustments to our 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.

## **Aims**

**The aims of this policy and associated guidance are:**

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change a child's nappy
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination, and ensure inclusion for all

## **Basic Principles**

At Ronald Openshaw Nursery Education Centre we will bear in mind the follow principles when nappy changing:

- Children have a right to feel safe and secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- Children are supported in their understanding of toileting procedures so that they are led to independence

## **Vulnerability to Abuse**

It is important that children are changed in a reassuring and caring way by their keyworker or another member of staff they have a close relationship with, and it is important that we signal our intention to change a child's nappy and ask for the child's consent, as appropriate for their development. That means that we do not give children the message that anyone can pick them up, take them off and undress them.

Staff should always change children when there is a colleague in the room, in the nappy-changing areas which allow for privacy but are not closed off. This is part of making sure we have a culture of open-ness which safeguards children and ensures all adults follow safe working practices.

## **Working with Parents/Carers**

- Where a parent is present, i.e. in the parents and toddler group or during the settling in period, they will be asked to change their own child's nappy
- Parents will be asked when their child first starts at the nursery whether or not their child has any special words/actions/particular needs during their nappy changing procedure

- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

### **Achieving Continence**

At Ronald Openshaw Nursery we will encourage all our children to achieve continence when they exhibit signs that they are ready.

In addition, keyworkers ensure that nappy changing is a relaxed and a time to promote independence in young children.

### **Protection for Staff**

As far as possible, nappy changing procedures will be carried out by the child's keyworker, protection being afforded to the single member of staff in the following way:

- Staff will inform the room leader (or another member of staff if the person changing the child is the room leader), that they are taking the child to carry out a care procedure.
- If a situation occurs that causes staff concern, a second member of staff should be called if and the incident reported to the head teacher and recorded
- Where staff are concerned about a child's comments or actions whilst carrying out the personal care procedure, this should be recorded and discussed with the head teacher immediately.
- Staff will be trained in the procedure for moving and handling children with specific needs whilst nappy changing.
- Agency staff will not change nappies unless employed as a keyperson on a long term basis
- Creams and lotions are not used on a daily basis. If the child has a medical need to have a cream or lotion applied they must fill out the appropriate medical form.

### **Nappy Changing Procedure**

We will follow the nappy changing procedure below:

- Nappies should be changed in designated areas, not in standard classroom toilet areas. These areas can be found in Room 6 and in the Hygiene Room.

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, and gloves. Each child who regularly wear nappies will have their own labelled box to keep their personal items in.
- Wash and dry your hands
- Put on gloves. **You must use a clean pair of gloves for each nappy change.**
- Approach the child and say or sign that's it's time for a nappy change. You may need to negotiate e.g. ("OK, I can see you're playing, but we need to change your nappy. We'll do it in two minutes). You should never approach a child from behind, pick them up and take them for a nappy change.
- Lower the table so that the child can climb onto the table (With support if needed). Lock the side of the table into place and raise it to a comfortable height for you to work with.
- Remove the child's clothing to access the nappy. Remove the nappy and place it into the nappy sack.
- If the child's clothes are soiled they should be bagged separately and sent home. They should not be rinsed by hand.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and place it into a pedal operated bin.
- Dress the child and lower the table so the child can get down (if possible) or support them to get down.
- Help the child to wash their hands using liquid soap and warm water. Hands can be dried using the hand dryers or paper towels.
- Take the child back to the room.
- Return to the nappy changing area, clean the changing mat and surrounding area. Then wash and dry your hands.
- Please note – If a child is beginning to show an awareness of the use of a toilet they can sit on the toilet before a clean nappy is put back on.