

Lechlade Little Learners - Nappy changing policy and procedure

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.

We provide nappy changing facilities and exercise good hygiene practices 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.

Procedures

- We encourage young children from two years to normally wear pull ups, or other types of trainer pants, as soon as they are comfortable with this and if their parents agree.
- The child's key person undertakes their nappy changing. All staff are responsible for changing any children if the key person is absent. No volunteer, student or supply staff will be allowed to change a child's nappy or assist them in toileting.
- Parents are asked to provide nappies, wipes and nappy sacks in their child's bag, which is hung on their own individual peg in the entrance area.
- Our staff put on gloves and aprons before changing starts and the areas are prepared. The changing mat is wiped with antibacterial wipes after each use.
- All our staff are familiar with our hygiene procedures and carry these out when changing nappies.
- Our changing area is located on the wall in our bathroom. Children are encouraged to climb the steps independently and lay down ready.
- The child is secured with a safety belt at all times when on the changing unit.
- Our staff never turn their back on a child or leave them unattended.
- We are gentle when changing; we avoid pulling faces and making negative comments about 'nappy contents'.
- We do not make inappropriate comments about children's genitals when changing their nappies.
- In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.
- We encourage children to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- We encourage children to wash their hands, and have soap and a hand dryer available.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- We have no facilities on site for nappy disposal. Nappies, wipes, trainer pants and ordinary pants that have been used or are wet or soiled are bagged for parents to take home.

- We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect [and will be a disciplinary matter].

Review

At its inception the policy was reviewed by all committee members and all employees.

It will be reviewed annually as per the policy review schedule, added to , or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular group of workers.

A copy of the final policy statement will be issued to all employees, parents and committee members and will be made available within the setting.

Reviewed by the Committee Chair on

Signed: (Committee Chair)

Signed: (Setting Manager)

Version History

Version Number	Date	Changes	Published to
1.3	20.03.18	Policy review – addition of new wall mounted changing unit.	Committee Members All existing & new staff Displayed in policy folder All parents