



Where learning takes root and  
imagination takes flight

# Nappy Changing Policy

September 2020

## Introduction

At Meadow Park Academy we understand that children are at different developmental stages and, unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents to support them towards independent toilet training. As a school we aim to be inclusive to all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support and non-judgemental concern of adults. This policy will be used when supporting children requiring nappy changing and other related personal care tasks. It has been written to ensure that best practice is always carried out and that procedures followed comply with the legal requirements of the Early Years Foundation Stage statutory framework.

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

In line with the above named Act, Meadow Park Academy will ensure:

## 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 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 Meadow Park Academy we will bear in mind the following principles when nappy changing:

- Children have the right to feel safe & 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

We will ensure that all staff are familiar with our Safeguarding Children Policy and Procedures to develop children's resilience and to protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by an Early Years member of staff that 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 we do not give children the message that just anyone can pick them up, take them off and undress them. Staff should always change children when there is a colleague in the classroom, in the nappy changing area which allows for privacy but which is 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

- We will work with parents when attending to nappy changing routines.
- If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at the school 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 Meadow Park Academy we will encourage all our children to achieve continence when they exhibit signs that they are ready. In addition, Early Year staff ensure that nappy changing is 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 an Early Years Member of staff, protection being afforded to the single member of staff in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations as set out in our Health and Safety Policy under Toilet and Nappy Changing.
- Staff will inform another member of staff discreetly that they are taking the child to change them.
- If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the lead for safeguarding immediately
- Risk Assessments will be carried out for Toileting and Nappy Changing procedures
- Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling.
- Only staff members with DBS enhanced disclosure clearance will undertake toileting duties.

## Nappy Changing Procedure

We will follow the Nappy changing Procedure below:

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (where cream is used the child should have their own named cream and written permission obtained from the parent). It is a good idea to have a named box or bag for each child containing these items and spare clothes in case of accidents.
- Wash and dry your hands.
- Put on gloves and apron. You should use a new set of gloves and apron for each nappy change.
- Approach the child and say or sign that 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 2 minutes"). You should never approach a child from behind, pick them up and take them for a nappy change.
- Place the child on a nappy changing mat or, if using steps, support the child if necessary to climb up the steps.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside 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 put it in a pedal operated bin.
- Put on a clean nappy and apply cream if necessary (see above).
- Take off the gloves and apron and place them in a designated bin.
- Dress the child.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands.

## Meadow Park Academy Intimate Care Agreement

In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents and the school with regard to intimate care.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure which our children are unable to do for themselves arising from the child's stage of development.

Intimate care may involve helping with drinking, eating, dressing, toileting, or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene.

Staff at Meadow Park Academy providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both the children and themselves. All school staff are supported and trained so that they feel confident in their practice.

**Name of child** .....

I give permission to Meadow Park Academy to provide appropriate intimate care to my child.

I understand that this will generally be carried out by staff from my child's class but may also be carried out by another member of staff.

I agree to supply nappies, wet wipes and cream as required for my child.

I have discussed with my child's class teacher the approach that I would like them to take for this.

**Signed** ..... **Parent/Carer** ..... **date**.

**Signed** ..... **Class teacher** ..... **date**.