



St Helens College



University Centre  
St Helens

# Nursery Childcare Policy – Nappy Changing

**Relating to:** Nursery

**Document reference:** SHCPolNur17

**Document owner:** Nursery Manager

**Date of approval:** 25 January 2025

**Date of next review:** 25 January 2026

*This Policy details the Childcare Facility's approach regarding changing children's nappies.*

## **Policy Statement**

No child will be excluded from attending our setting who for any reason may not yet be toilet trained. We work with parents when toilet training children at the appropriate age and stage of development.

Toilet training is a self-help skill and children will have the opportunity to learn with the support of an adult.

## **Aims**

- To safeguard the rights and promote the welfare of the child, children have the right to feel safe, secure and be respected as individuals.
- To provide guidance and support to staff who are required to change a child's nappy.
- To ensure children have a right to dignity when staff are meeting their care needs.
- To develop children's understanding of toilet procedures and are supported in developing independence.
- To assure parents/carers that staff are knowledgeable about personal care and their individual concerns be considered.

## **Vulnerability to Abuse**

It is important that children be changed in a caring and reassuring way by their key person or any other staff member who the child is familiar with. We will always signal our intention to change a child's nappy as appropriate for their development.

Staff/students should always change children where there is a colleague in the room but behind a divider, allowing the child some privacy but the area is not closed off.

## **Protection for Staff**

As far as possible, nappy changing will be carried out by staff who work in the child's room and who the child has positive relationship with. We will protect staff in the following ways:

- Staff will ensure that they never change a child's nappy without another member of staff being in the room.

- Staff will have a firm knowledge and understanding of Health & Safety when carrying out nappy changing.
- Where staff are concerned about a child's actions or physical state whilst carrying out their personal care procedure, this should be discussed with the appropriate people and recorded if necessary.
- Students will only change nappies as part of their training if they have developed a trusting relationship with the child and with the agreement of their supervisor.

### **Nappy Changing Procedure**

- Gather all the necessary items needed before each nappy change, for example: nappy, wipes, nappy sack, nappy cream, spare clothes if required
- Put on apron and gloves, hand sanitiser will be used to clean gloves in between each child, unless child has soiled or nappy cream has been administered, then a new pair of gloves will be used.
- Approach the child explaining it is time to have their nappy changed, you may need to negotiate this if a child is engrossed in play.
- Place the child on the nappy changing mat or support child in using the steps to climb up if appropriate.
- Remove the child's clothes enough to have access to the nappy, remove the nappy and place it inside the nappy sack.
- Using wipes provided by nursery, clean the child from front to back and place the used wipes in the nappy sack.
- Put on a clean nappy and nappy cream if necessary.
- Sanitise gloves or remove and discard if necessary.
- Dress the child.
- Assist the child in washing their hands if necessary, using liquid soap, warm water, and paper towels
- Wash your hands in the same way.
- Take the child back to the play area.
- Return to the changing area, clean the mat and surrounding area using antibacterial spray and blue roll and allow to dry before changing the next child.
- Wash and dry your hands again.

### **Scope of the Policy**

This policy applies to all staff, parents, and children of the Childcare Facility.

## **Associated Policies**

- Equality & Inclusion
- Health & Safety
- Managing Children's Behaviour
- Safeguarding & Child Protection
- Communication
- Special Educational Needs
- Induction of Staff & Students
- Intimate Care
- Key Person & Settling In
- Visits & Outings
- Maintaining Children's Safety & Security on the Premises
- Transition
- Dummies
- Whistleblowing
- Supervision
- Staff Behaviour

## **Access to the Policy**

This policy will also be issued to all Childcare Facility staff and made available to the users of the Childcare Facility. A copy of all policies will also be held centrally in the Childcare Facility Manager's office and be displayed on the college intranet.

## **Post Holder to Contact**

Director of Student Services.