Crowmarsh Gifford C of E Primary School

Nappy Changing Policy	
Approval by:	Governors
Staff Lead Reviewer:	Vania Eaglen
Assigned Governor:	Derek Bottomley
Date Last Approval:	October 2026
Date of next review:	October 2027
Review Cycle:	Annually
Publish:	Gov Hub, Staff Shared drive

POLICY AIMS

Through the operation of this policy we aim to:

- to ensure the clear aims of the EYFS department, including statutory guidance The Early Years Foundation Stage (EYFS) applies to children from birth to the end of Reception year
- 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-judgmental concern of adults.

Aims

- To ensure that children in our care are comfortable and happy at all times
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change children
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are into account
- To protect children from discrimination and ensure the inclusion of all Basic Principles.

At Crowmarsh Gifford staff will bear in mind the following key principles when changing a child's nappy:

- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have a right to privacy and dignity
- In order to promote and develop greater independence, children need to be support in their understanding of toileting procedures
- To ensure children are comfortable and happy, nappies will be checked throughout the session and changed if wet or soiled.

Vulnerability to Abuse

As a school we ensure that all staff are familiar with our safeguarding policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse.

It is important that children are changed in a reassuring and caring way by a member of staff they have a close relationship with. Furthermore, it is important that we signal our intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what is going to happen, as appropriate to their development. This helps given children the important message that not just anyone can pick them up, take them off and undress them. Staff should always change children in the nappy-changing area which, whilst allowing for privacy are not closed off. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

Working with Parents/Carers

- We will work with parents when developing a child's nappy changing routine.
- Where parents are present, eg during the settling in period, they will be asked to change their child's nappy.

- If a child has any disability or medical need that may affect the 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 EYFS whether or not they have any particular need or any special words or actions used 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 (ie badly soiled nappy/strong urine etc).

Achieving Continence

At Crowmarsh Gifford we will encourage all children to achieve continence when they exhibit signs that they are ready. This will be achieved through modelling, positive praise, working with parents and having high expectations. In addition to this, a child's key person will ensure that nappy changing times are relaxed and a time to promote increasing independence.

Protection for Staff

As far as possible, a member of EYFS staff will carry out nappy changing procedures.
Protection for that person will be undertaken in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Each instance of intimate care will be recorded by the adult who completed it. Details recorded will include: What personal care tasks were carried out, By who, the time and date it was completed
- If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's designated safeguarding lead immediately.

Changing procedures followed by staff:

- Prepare the changing mat by cleaning it with antibacterial spray.
- Ensure the following items are ready before changing a child's nappy; clean nappy, wipes and nappy cream if required (NB – where cream is used the child should have their own named cream and written permission obtained from the parent).
- Wash and dry your hands and put on a pair of disposable gloves and a disposable apron. (NB – staff must put a fresh set of gloves on for every child that has a nappy changed)
- Remove the child's clothing to access the nappy.
- Staff members will then remove the child's nappy and clean the area, always from front to back using wipes and cream provided by the parents/carers. The member of staff must ensure the child is clean and comfortable by putting on a clean nappy and a clean set of clothes if required.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- The staff member must then wash the changing mat with antibacterial spray.
- Soiled nappies will be placed into a tie handle bag, then placed into the designated nappy bin.
- The staff member must then place the used gloves in the bin provided, wash their hands with liquid antibacterial soap and running water, and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel, and take them back to the room or outside area to continue with their activities/play.

Toilet Trained/Training

If a child is old enough to meet his own toileting needs, the staff member can support the child according to age and ability to a use a potty or toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.

Staff members will also ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use. When supporting a child that needs to be changed the staff member will approach the child and explain that they would need to clean and change them into some dry clothes.
The staff member will:

- put on pair of disposable gloves/apron
- Remove the wet/soiled clothes from the child.
- Clean the areas that need cleaning.

The staff member will talk through with the children what they are about to do so that they are happy and understanding. If a child is capable of doing so, they can help with the removal of any clothing. Wet/soiled clothing will be put into a bag so that they can be sent home.

The staff member will wash their hands with antibacterial soap and running water and then dry then on a disposable paper towel.
Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the room or outside area to continue with their activities/play.
Staff will return to the changing area and clean the area using the cleaning materials and liquids provided.

Parental Responsibilities

At Crowmarsh Gifford, we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at school.
- The school requires the parents to supply nappies, wipes and sundries that will be used and applied as necessary.
- Parents understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health (2 watery/loose nappies in quick succession)

References:
Legal Framework: Statutory Framework for the Early Years Foundation Stage
General Guidance: Development matters in the Early Years Foundation Stage (EYFS)