

Policy	Nappy Changing Policy
Author/Person Responsible	Gabby Howells
Date of Ratification	December 2024
Review Group	LGB
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Review Frequency	Annually
Review Date	December 2025
Previous Review Amendments/Notes	
Related Policies	Safeguarding Intimate Care SEN/D Whistleblowing Health and Safety
Chair of Governors Signature	<i>Signed copy held in school</i>

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Nappy Changing	DATE:	Dec 24
EIA CARRIED OUT BY:	Gabby Howells	EIA APPROVED BY:	Gabby Howells

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		X
Gender reassignment (transsexual)		NA
Marriage and civil partnership		NA
Pregnancy and maternity		NA
Racial groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		NA
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		NA
Sex (male, female)		X
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		NA

Any adverse impacts are explored in a Full Impact Assessment.



INTRODUCTION

At Hanham Primary Federation and Little Leaves Nursery School, we understand that children are at different development stages and unless there are any medical or developmental reasons why this would not be appropriate, we work in partnerships with parents to support children 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 of adults. The 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.

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 child's individual needs are taken into account.
- To protect children from discrimination and ensure the inclusion of all.

BASIC PRINCIPLES

At Hanham Primary Federation and Little Leaves Nursery School, staff will follow 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 the right to privacy/dignity;
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures;
- To ensure children are comfortable and happy, nappies will be checked at regular intervals and promptly changed when required (i.e. when wet or soiled).

VULNERABILITY TO ABUSE

As a primary school and nursery, 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 staff. 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 level of development. This helps give

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 (located opposite the nursery entrance) or suitable environment if, for example, the child is on a school trip. While allowing for privacy, these areas are not locked. A 'Nappy Change in Progress' sign is clearly displayed to alert staff and to prevent the room being used for any other reason at this time. This preserves the child's right to dignity. This is part of making sure that there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

Under no circumstances are mobile devices or any recording devices permitted in the first aid room/nappy changing room or at any time when nappy changing is in progress.

WORKING WITH PARENTS/CARERS

- We will work with parents/carers when developing a child's nappy changing routine. Where parents/carers are present, e.g. 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 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 Hanham Primary Federation and Little Leaves Nursery School, whether or not they have any particular needs 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/carers at the end of the session (i.e. badly soiled nappy/strong urine etc.).
- If a child is unduly distressed about having their nappy changed, parents/carers will be contacted to discuss the matter and a plan will be put into place.

PROTECTION FOR STAFF

- Nappy changing procedures will be carried out by a member of staff who has been DBS checked. 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. Staff will discreetly inform other members of staff that they are taking a child to change.
- Each instance of intimate care will be recorded by the adult completing it. Details will include:
 - *what personal tasks were carried out;
 - *by whom;
 - *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 action or comments, whilst carrying out a personal care procedure, this will be recorded and discussed with Hanham Primary Federation and Little Leaves Nursery School's designated safeguarding lead (DSL) immediately.

Staff will be specifically trained in the area of Intimate/Personal care for children with specific needs.

- To ensure the safe moving and handling of children, children will use steps to independently climb onto the changing area, with support provided if required. If they are unable to access the changing table/or doing so places them at risk of harm due to physical needs then they will be changed at floor level on the changing mat.

CHANGING PROCEDURES FOLLOWED BY STAFF

Where a child needs to be fully changed by an adult, the following procedures will be followed:

1. Prepare the changing mat by cleaning it with anti-bacterial spray.
2. 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).
3. Place the 'Nappy Change in Progress' sign outside of the door which is left ajar.
4. Approach the child and say or sign that it is time for a nappy change. Sometimes the child will tell you when their nappy needs changing.
5. Put on a pair of disposable gloves and a disposable apron (NB staff must put on a fresh pair of gloves and fresh apron for every child that has had a nappy changed).
6. Support the child onto the nappy changing unit using the steps/or onto the changing mat at floor level.
7. Remove the child's clothing to access the nappy. Try to encourage the child to help as much as possible.
8. The staff member will then remove the child's nappy and clean the area, always from front to back using wipes and cream provided by parents/carers. The staff member must ensure the child is clean and comfortable by putting on a clean nappy and if required, a clean set of clothes.
9. If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
10. All nappies whether wet or soiled, should be placed into nappy bags provided by the parents/carers and placed into the medical waste bin designated for nappy (clearly labelled in the changing room)
11. The staff member must then place the used gloves and used apron in the bin provided and wash their hands with liquid anti-bacterial soap and running water and dry them on a disposable paper towel.
12. Clean the nappy changing mat, surrounding area and underneath the mat with anti-bacterial spray before leaving to dry.

TOILET TRAINED/TRAINING

1. If a child is old enough and able to meet their own toileting needs, the staff member can support the child according to age and ability, to use a toilet or change own pull-up nappy pants, ensuring that they are comfortable, clean and dry and have washed their hands afterwards.

2. Suitable infant toilets are available within Hanham Primary Federation and Little Leaves Nursery School.

3. When supporting a child that needs to be changed, the staff member will follow the points in the Changing Procedures section.