



## Nappy Changing & Toileting Policy

<b>Policy Name:</b>	Nappy Changing & Toileting
<b>Adopted By:</b>	Louise Farrow-Brookes
<b>Next Review Date:</b>	17/11/2026

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# 1. Policy Overview

The Company recognises the importance of ensuring that a child's needs are met through flexible and sensitive care routines.

When changing a child, the member of staff responsible (usually the Key Person) must ensure the child's physical and emotional needs are met, their learning and development are supported, and their dignity and privacy are respected.

To ensure inclusive practice, equal opportunities, continuity of care and personalised practice, staff must work in partnership with parents/carers to deliver care routines.

All "Manager" responsibilities and actions referred to throughout the policy would usually be undertaken by the most senior person in charge, in the absence of the Nursery Manager.

## 2. Roles and Responsibilities

- 2.1** Only staff with full and current DBS checks on the update service are permitted to change or assist in changing a child and must have manual handling training, along with being signed off via their induction training pack.
- 2.2** All staff must share responsibility and work together to ensure that children are checked and changed regularly and promptly. The provision for changing must match the needs of the child. A child who has soiled or is wet must never be left unclean.  
  
On arrival to nursery, parents/carers are asked by a practitioner when their child last had a nappy change. This then informs us when the child's next expected change should be (three hours after).
- 2.3** Children must be checked and changed (where needed) a minimum of every three hours. This may be more frequent if the child is observed to be wet/soiled before three hours, or where parents/carers have requested more frequent changes due to teething etc. Staff must ensure that all checks and changes are fully recorded on the Family app in a timely manner. Staff must also have a backup system, e.g. a whiteboard in the nappy changing area, where all these records are logged while the manager arranges a named iPad. A photo is taken daily and kept for one month; after one month, this photo can be deleted.
- 2.4** Wherever possible, a child's Key Person or Buddy Key Person must change them and assist them with toileting. The Key Person must ensure that the child has privacy, balanced with safeguarding and supporting the needs of the child being changed or toileted at that time.
- 2.5** The use of derogatory or negative language and gestures in relation to, and during, changes must never be used. Staff must interact throughout changing with the child, e.g. gestures, conversation and songs. If a child who is toilet training has had an accident, staff must provide support and reassurance.
- 2.6** Staff must role model good personal hygiene, including effective hand washing after each nappy change or toilet assist.
- 2.7** The Key Person must discuss the child's home changing routine and any toilet training with parents/carers during settling in. Any specific requests must be recorded.
- 2.8** Parents/carers must be made aware if the nursery needs nappies, wipes or barrier creams. Any requested barrier creams must be authorised and administered in line with manufacturer's instructions. These must come to the

nursery unopened and be given back to parents once the expiry date is up, or staff must ask for a new one once running low. Fledgelings nurseries exclude Bepanthen due to containing almond oil.

- 2.9** A child's personal changing routine and requirements should not prevent a child's admission to the nursery. Any specialist support or services required must be referred to the Nursery Manager and SENDCO for discussion before the child starts, to ensure we have appropriate equipment to support the child's needs.
- 2.10** Any special requirements, i.e. cotton wool and water only, cream every change, etc., will be clearly displayed for all staff to see within the nappy changing area itself.
- 2.11** A child must never be left unattended on a changing mat and any safety features of nappy changing areas must be adhered to in line with manufacturer's guidelines, e.g. safety straps.
- 2.12** Staff must follow the cleaning procedures for the changing area set out in 3.4-3.6. Any hazards must be reported immediately and, where required, a risk assessment must be completed.
- 2.13** Should any safeguarding concerns arise during intimate care duties, staff must refer to the Safeguarding/Child Protection Policy without delay.
- 2.14** Staff must only change children within the designated changing area. Where reasonably practicable, other staff should supervise and monitor the changing area.
- 2.15** Any witnessed policy breaches must be reported in line with the Safeguarding/Child Protection Policy.

### **3. Procedures**

- 3.1** The changing area must be safe and hygienic, and the changing mat must not have any tears or rips.
- 3.2** Staff will not be withdrawn from nappy changing and toileting duties on the basis of prejudice, e.g. gender, race, sexual orientation or disability, unless a required reasonable adjustment applies.
- 3.3** To prepare the area, staff must check the changing area is clean and collect all items required for the change.
- 3.4** Staff can wear a disposable yellow plastic apron for the duration of the nappy change, whether it is one child or four. Gloves will be provided, and staff should wear at least one glove on the hand that contacts the child's body. A glove should be worn when the child is soiled.
- 3.5** Staff must ensure that after each nappy change or toileting, the mat, potties and area are cleaned down using an antibacterial spray.
- 3.6** All nappies, wipes and aprons must be disposed of in the correct nappy waste bin.

### **4. Changing a Baby/Child**

- 4.1** When taking a child to the changing area, staff must sensitively explain to the child at their level that their nappy needs to be changed. Staff must never shout across a room to a child or lift them from behind without communicating with them. Staff should use the nappy change sign where possible.
- 4.2** Staff must document the detail of each nappy change via the Family app and on the backup board. Information regarding toileting and changing should be shared with the parent/carer at feedback time, or via the Family app for under 2s and on request for over 2s, but always in the event of a toileting accident.

- 4.3** When children are toilet training, they must be accompanied to the toilet. Confident and competent three- and four-year-olds may go to the toilet on their own. In this scenario, staff must be watchful and observant, particularly in ensuring children are sufficiently clean after using the toilet and that they have washed their hands thoroughly.
- 4.4** If a child has diarrhoea, this must be monitored. If they have two instances of diarrhoea during the day, they must usually be sent home. Examples of exceptions may include:
- Children reacting to inoculations
  - Known food intolerances
  - Age and stage of teething
- 4.5** If the child has their third case of diarrhoea, they must be asked to be collected. Children should only be readmitted to nursery 48 hours after the last bout of diarrhoea.

## 5. Review History

Date Approved	Reviewed By
03/01/2023	Louise Farrow-Brookes
23/06/2025	Louise Farrow-Brookes