

Nappy Changing

At **Little Miracles Day Nursery** we aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Wherever possible, each child's key person will change nappies according to the child's individual needs and requirements.

Our procedures meet best practice identified by the Health Protection Agency (2011) in 'Best practice advice for nurseries and childcare settings'.

We will enable a two-way exchange between parents and key persons so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs. Parents will be engaged in the process of potty training and supported to continue potty training with their child at home.

If your child wears nappies you will be asked to provide everything that is required to change your child's nappy i.e. wipes, nappies, creams etc. We will ensure that these are stored appropriately.

We will ensure that your child is changed or checked every two hours however, if your child requires changing more frequently we will of course do this.

Each nappy change will be recorded on our nappy changing chart. You will be told on collection what nappy changes your child has had, if in the baby room this will also be recorded in their communication book.

We will keep spare wipes and nappies at the nursery just in case however, we reserve the right to charge £0.50 per nappy change should you fail to provide the correct items on more than one occasion (this includes baby wipes). Please note that we will not use another child's item on your child under any circumstances.

We will use appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation and serving areas and children's play areas
- Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded.
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a 'nappy sack' or plastic bag before being placed in the bin. Bins are dedicated nappy bins with yellow bags in them, regularly emptied and placed in the large yellow bin at the rear of the nursery.
- Each child should have their own creams and lotions for any non-prescription cream for skin conditions e.g. Sudocrem. These are supplied by the parent/guardian and must be clearly labelled with the child's name. Prior written permission is obtained from the parent. When applying creams for rashes, a clean gloved hand is used.

Staff changing nappies will:

- Use a new WHITE disposable apron and pair of WHITE gloves for each nappy change and always wash hands before and after using gloves
- Gloves MUST be change after each nappy change and before and after applying cream
- Clean disinfect and dry mats thoroughly before and after each nappy change using antibacterial spray and blue roll
- Ensure they have all the equipment they need and access to fresh water before each nappy change.
- Ensure that one hand is placed on the baby/child at all times and NEVER leave the child unattended
- Ensure as much as possible that it is the Key Person that changes the child
- Use nappy changing as a learning experience
- Always talk to the child and tell them what is happening and what they are going to do
- Always clean your child from front to back

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm, as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works and who they will be working with
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensuring that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks
- Training all staff in the appropriate methods for nappy changing
- Ensuring that no child is ever left unattended during the nappy changing time
- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted; and that students only change nappies with the support and close supervision of a qualified member of staff
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing
- Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education as laid out in the parent and carers as partner's policy. This is essential for any intimate care routines which may require specialist training or support. If a child requires specific support, the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs

- Ensuring all staff have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the child protection policy
- Balancing the right for privacy for the children with the need for safeguarding children and adults by making sure intimate care routines do not take place behind closed doors
- Operating a whistleblowing policy to help staff raise any concerns relating to their peers or managers and helping staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery
- Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines
- Conducting regular risk assessments of all aspects of nursery operations including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

Toilet Training

We will support all families in regards to toilet training. However, it is unusual for a child to be toilet training before they are 2 years old.

Most of our toilet training is done in our toilet room.

When you decide that you would like to begin toilet training, please discuss this with your child`s key person who will discuss what strategy you would like to use.

Please note we will only begin toilet training once you have introduced this at home.

You will also be required to bring many sets of clothes.

If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the manager at the earliest opportunity.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|-----------------------------------|----------------------------------------|------------------------|
| <i>4.12.2019</i> | | <i>4.12.2020</i> |