



Churchfield C.E. Primary Academy

Nappy Changing Policy

Signed by:

G. Lloyd

Head of School

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Walking together in the light of the Lord, we aim to create a supportive and safe environment where we encourage each other to be the best we can be. At Churchfield we learn to take pride in our successes and aspire to make a positive difference for ourselves, the local community, and the wider world.

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing.

The Disability Discrimination Act (DDA 2001 amended 2005)

In line with the above named Act, Churchfield C.E Primary Academy Nursery will ensure:

- No child who has is not yet toilet trained regardless of age will be refused admission
- No child will be sent home or have to wait for their parents to come and change their nappy (unless in extreme circumstances)
- Adjustments will be made for any child who is not yet ready for toilet training

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change a child's nappy
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination, and ensure inclusion for all

1. The role of the setting.

- Staff must ensure that children in nappies have a designated changing area, away from play facilities and from any area where food or drink is prepared or consumed.
- Children will be changed by any member of the staff working in the setting, staff will keep a log of when the children are changed, who by and any marks or rashes. This information will be fed back to parents if required. Parents may be called to change their child if necessary- this will only happen in extreme circumstances when the child is distressed.
- Hand washing facilities must be available in the room so that staff can wash and dry their hands after every nappy change, before handling another child or leaving the nappy changing room.
- Soiled nappies should be wrapped in a nappy sack, placed in the nappy bin and then in a plastic bag before disposal in the general school waste.
- When nappies are being changed staff should clean children's skin with a disposable wipe, these must be provided by parents. If none are supplied staff will use cotton wool and warm water to clean the child's skin. Wipes should be labelled and only used by the child they belong to. Nappy creams and lotions should also be labelled with the child's name and not shared with others.
- Staff must wipe changing mats with soapy water or a baby wipe after each use. Mats should be cleaned thoroughly with hot soapy water if visibly soiled and at

the end of each day. Staff should check weekly for tears and discard if the cover is damaged.

2. The role of the parent /carer

- Children must be sent into the setting in a fresh, clean nappy.
- Parents should provide the setting with nappies/wipes/ clean clothes. Nappy bags, spray and cloths for the mat will be provided by school.
- Parents must understand and agree to the procedures in place for changing their child in the Nursery.
- Parents should inform the staff of any marks /rash that the child may have.
- Parents will work with the nursery with toilet training at an agreed date which is in the best interest of the child's development.

3 Monitoring and review

- This policy is monitored by the local academy committee, and will be reviewed in two years, or earlier if necessary.