

<b>Policy/Procedure Title</b>	APN013 – Nappy Changing & Personal Care	
<b>Review Cycle</b> (*Delete as appropriate)	Triennial	
<b>Responsible Department</b>	Science & Public Sector Services – Applewood Nursery	
<b>Procedure *Owner</b> (*Overall responsibility)	Head of Faculty – Science & Public Sector Services	
<b>Responsible *Person</b> (if different to above) *responsibility for communicating changes and staff training where appropriate	Nursery Manager	
<b>Types of provision this procedure applies to:</b> (delete as appropriate)	Support Department	
<b>Revision Record</b>		
<b>Rev. No.</b>	<b>Date of Issue</b>	<b>Details and purpose of Revision:</b>
0	Sept 2020	New procedure
1	February 2026	Review and update

**Equality Impact Assessment**

Whenever a policy is reviewed or changed, its impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

**Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated:**

<b>Date:</b>	<b>Action and Monitoring:</b>
20.2.26	Review and update as necessary

**E, D & I Statement**

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment., Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

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## 1 Policy

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing facilities and exercise good hygiene practices to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children can learn with the support of their parents and nursery practitioners working together.

Safeguarding the children in our care is paramount to the Nursery. When any adult is changing a child's nappy, we always ensure there is another staff member around so they can hear and see the adult who is changing the child. Visitors cannot access our nappy changing areas whilst they are in use. No parents or carers are to be on their own in the children's toilets. Any maintenance that is to be carried out in the toilets must be done when the children are not at the Nursery or the toilets are closed. With the permission of the Nursery manager, the staff can take pictures of the children washing their hands. No other photos are to be taken in the toilet area for Safeguarding reasons.

## 2 Purpose

It is our aim to ensure that children are kept clean and comfortable by being changed and checked on a regular basis. Children's privacy should be treated with respect and nappy changing should not be rushed but used as an opportunity for one-to-one exchanges of conversation and smiles. Parents/carers of children not yet toilet trained are required to provide sufficient disposable nappies and wipes for each day.

## 3 Scope

Applewood Nursery staff and children

## 4 Actions and Responsibilities

### Nappy Changing Procedures

- Our staff at Applewood make a daily list of the children in their care who are in nappies/pull-ups, they check regularly and change nappies/pull-ups according to when they need changing.
- Our changing areas are warm, with a safe area [changing tables] to lay children on and no bright lights shining in their eyes. There are mobiles and other objects of interest to take the child's attention.
- Each child has their own named basket in the changing area with their nappies or pull-ups, wipes and cream.
- Our staff put on gloves and aprons before changing starts and the areas are prepared. All our staff are familiar with our hygiene procedures and carry these out when changing nappies.
- Our staff tell the child what is about to happen, leading them to the changing area or carrying the child if they are unable to walk, reassuring the child throughout. We lay the child on the changing table or use the steps if the child is older.
- Our staff never turn their back on a child or leave them unattended whilst they are on the changing tables. If staff require assistance, they call out to another member of staff.
- Our staff are gentle when changing and ensure that nappy changing is relaxed and a time to promote independence and conversation in young children. We do not make negative comments about 'nappy contents or the child when changing their nappies.
- We dispose of nappies/pull-ups hygienically. They are bagged and placed in nappy bins.
- After each change the changing mat and surrounding area is cleaned down using spray and paper roll. Practitioners change their gloves and aprons between each nappy change. Our staff then record

the change and time on a daily record sheet and initial their entry.

- For any children experiencing a sore bottom we record this on a sore bottom form to ensure this is communicated to parents at pick up. If this continues, we advise parents to seek advice from their doctors.
- If nappy cream needs to be applied parents will complete the Applewood medication form.

### **Toilet Training Procedure**

- We encourage children to take an interest in using the potty/toilet they may just want to sit on it and talk to a friend who is also using the toilet.
- We support parent's decision in the timing of wishing to engage their child in understanding how to use the toilet. We will review the child's progress throughout this process and advise parents according to this.
- It is the parent's responsibility to ensure their child has plenty of changes of clothes. If this does not happen, we may have to put the child back into pull-ups if there are not enough Nursery spare clothes.
- Both children from Ladybirds and Grasshoppers always have free access to the child-sized toilets. This enables the children to act upon their urges.
- Children's pants that have been wet or soiled are rinsed and bagged for parents to take home. In extreme circumstances, they may need to be disposed of.
- We have a 'duty of care' towards all children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect [and will be a disciplinary matter].

### **Personal Care**

- We encourage children to wash their hands and have soap dispensers and paper towels/flannels accessible to them. They should be allowed time for some play as they explore the water and the soap.
- We use Bactericidal Soap which is a mild and gentle hand wash liquid.
- Through stories, songs, games and photos we talk to children about the reasons why we keep our hands clean and promote this through personal care routines though out the day.