Nappy Change and Toileting Policy

Principles

We aim to support children's care and welfare on a daily basis in line with their individual needs. All children benefit from contact with familiar, consistent carers, enabling them to grow confidently and feel self-assured.

- Babies and toddlers will have their nappies changed according to their individual needs, ideally by their **key person**.
- Information about nappy changing and toilet training will be shared between parents and key persons in a way that suits the family.
- We prioritise the safety and welfare of children during nappy changes, safeguarding them against potential harm. Staff will be fully supported to perform their duties safely and confidently.

Through the following procedures, we aim to support children, staff, and parents effectively.

Nappy Changing Procedures

These procedures are designed to ensure the safety of children and nursery staff.

1. **Frequency and Responsibility**
    - Children should be changed as and when needed, but at least **three times daily**: morning, lunch, and afternoon.
    - Whenever possible, children should be changed by their **key person**.
    - If the key person is unavailable or busy, the next available staff member should change the child immediately.
    - Consider the child's preference: if they feel more comfortable with their key person, this should be taken into account.
2. **Recording**
    - All nappy changes must be **recorded**, noting the time and type: **W (wet)** or **S (soiled)**.
    - A child should be changed immediately if they soil their nappy or underwear.
3. **Staff Requirements**
    - Only staff with a valid enhanced **DBS check** may change nappies.
    - Hands must be washed thoroughly with soap and water **between each nappy change**.
    - Gloves must be worn for soiled nappies. For wet nappies, gloves may be worn at staff discretion; one glove is permitted to reduce costs and plastic use.
    - The nappy changing mat must be cleaned with **anti-bacterial spray** after every change.
4. **Potties**

At The Orchard Nursery, we do not routinely use potties. We encourage children to develop independence by using the toilet when they are developmentally ready.

Toilets are more hygienic as they can be flushed and cleaned immediately, reducing the risk of cross-contamination. Staff work closely with parents/carers to support each child's individual toilet training journey and provide reassurance and encouragement.

5. **Parental Preferences and Creams**
    - Respect parent/carer choice of nappies, ensuring correct make and size are used.
    - Only creams provided by the parent may be applied to the child. Staff must record if a child is sore and cream has been applied.
6. **Child Protection and Safety**
    - Follow child protection procedures if there are any concerns about a child.
    - Children must **never be left unattended** on a nappy changing stand.
    - During nappy changing, **privacy screens and window privacy film are in place** to ensure children's dignity is balanced with safeguarding requirements.
7. **Manual Handling**
    - Children should be encouraged to use steps to access the changing mat; staff should not lift heavier children unnecessarily.
    - For children aged 3–24 months, lift onto the nappy change unit using safe manual handling techniques: under the arms, close to the body, and gently lowered onto the mat.
8. **Waste Disposal**
    - Dispose of all nappies, wipes, aprons, and gloves in the **correct nappy bins**.
    - At the end of the day or if bins become full, nappy bags should be moved to the **large outdoor nappy bins**.
    - Nappy bins should be washed weekly with **Milton** and left to air over the weekend.
9. **Handling Soiled Underwear During Toilet Training**
    - When a child starts toilet training, a **conversation with the parents** must take place to agree on the procedure for soiled underwear.
    - **If the parent requests**, staff may **dispose of the soiled underwear** directly.
    - **If the parent requests the items be returned**, staff must:
        - **Dispose of any faeces in the toilet**.
        - Place the soiled pants in a **nappy sack**.
        - Store the sealed nappy sack **near the nappy bin** until the child is collected, to return the underwear to the parent.
    - Staff must **communicate clearly with the parent** at the time of collection regarding the condition of the underwear.

Signed on behalf of the nursery.....Emma Middleton.....Date:… August 2026