

NAPPY CHANGING POLICY AND PROCEDURE



VANTAGE ACADEMY TRUST

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INTRODUCTION

- 1.1 At the Vantage Multi Academy Trust (herein the 'Trust'), we aim to ensure that all staff responsible for the care of our youngest children undertake their duties to the highest professional standard. No child will be attended to in a way that causes them distress or discomfort

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing. We always bear in mind the quality of the child's experience during this intimate and special time.

POLICY STATEMENT

- 2.1 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 whatever their age. We work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

- 2.2 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

BASIC PRINCIPLES

- 3.1 We will bear in mind the following principles when nappy changing:
- Children have the right to feel safe & secure
 - Children will be respected and valued as individuals

- Children have a right to privacy/dignity when staff are meeting their needs
- Children are supported in their understanding of toileting procedures so that they are led to independence

VULNERABILITY TO ABUSE

- 4.1 We will ensure that all staff are familiar with our Safeguarding Children Policy and Procedures to develop children's resilience and to protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by their key person or another member of staff they have a close relationship with. It is also important that we signal our intention to change a child's nappy and ask for the child's consent, as appropriate for their development. That means we do not give children the message that just anyone can pick them up, take them off and undress them.
- 4.2 Staff should always change children when there is a colleague in the room, near to the nappy-changing area, which allows for privacy but not closed off. This is part of making sure we have a culture of open-ness which safeguards children and ensures all adults follow safe working practices.

WORKING WITH PARENTS/CARERS

- 5.1 We will work with parents when attending to nappy changing routines.
- 5.1.1 Where parents are present, i.e. in the parent and toddler group or during the settling in period, they will be asked to change their own child's nappy.
- 5.1.2 If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- 5.1.3 Parents will be asked when their child first starts at the nursery whether or not their child has any special words/actions/particular needs during their nappy changing procedure.
- 5.1.4 Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc).

- 5.1.5 If a child regularly soils themselves when toilet training, parents will be asked to provide spare sets of clothing or will need to come into school to clean and change their child themselves.

ACHIEVING CONTINENCE

- 6.1 We will encourage all our children to achieve continence when they exhibit signs that they are ready. In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- 6.2 Pull-ups will be treated like knickers or underpants, with children encouraged to pull them down themselves, use the toilet and wipe themselves.

PROTECTION FOR STAFF

- 7.1 When possible, nappy changing procedures will be carried out by the child's Key Person, protection being afforded to the single member of staff in the following ways:
- Staff will be trained in good working practices which comply with Health and Safety regulations
 - Staff will inform another member of staff discreetly that they are taking the child to carry out a care procedure
 - If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to the line manager and recorded
 - Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the lead for safeguarding immediately
 - Risk Assessments will be carried out for Toileting and Nappy Changing procedures
 - Staff will be trained in the area of intimate/personal care for children with specific needs and procedure for safe moving and handling
 - Students will only change nappies, as part of their training, if they have developed a close and trusting relationship with the child and with the agreement of their supervisor/mentor.

NAPPY CHANGING PROCEDURE

8.1 We will follow the Nappy Changing Procedure:

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, and cream if necessary
- All children will have a named box containing their own items provided from home
- Wash and dry your hands
- Put on gloves and apron. You should use a new set of gloves and apron for each nappy change.
- Cover the change mat with blue paper
- Approach the child and say or sign that it's time for a nappy change. You may need to negotiate (e.g. "OK, I can see you're playing, but we need to change your nappy. We'll do it in 2 minutes"). You should never approach a child from behind, pick them up and take them for a nappy change.
- Support the child if necessary to climb up the steps onto the nappy changing mat. The child must not be allowed to stand on the unit or left unattended.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- Remember any special needs of the child and that this is a good time to chat or sing together
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in the nappy bin.
- Put on a clean nappy and apply cream if necessary (see above)
- Take off the gloves and apron and place them in a pedal operated bin
- Dress the child
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels
- Wash your hands using liquid soap, warm water and paper towels

- Take the child back to the room
- Return to the nappy changing area, clean the changing mat with anti-bac, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands.
- The bin is to be emptied daily

TOILET TRAINING

9.1 We aim to meet the developmental needs of each child when encouraging toilet training.

9.1.1 Toilet training will commence after discussion or by request of parents/carers.

9.1.2 Staff will adopt a positive approach to each child that is toilet training. Praising success and minimising accidents.

9.1.3 Children will be offered the opportunity to use the toilet at regular intervals, or when the child indicates his or her toileting needs. Children in pull ups will be encouraged to use them like knickers or underpants.

9.1.4 Soiled or wet clothing will be placed in a nappy bag ready to take home.

9.1.5 Parents/carers will be informed of their child's progress on the daily information sheet. Any issues or areas of concern can be discussed between staff and parents/carers.