



Great schools at the heart of our community

Nappy Changing Policy

Adopted by the Local Governing Bodies of
New Road Primary and Nursery School and
Park Lane Primary and Nursery School
on 29th April and 6th May 2025

Policy reference:

This policy is to be reviewed:

Annually

The next review date is:

May 2026

Review is the responsibility of:

The Local Governing Bodies of New
Road Primary and Nursery School and
Park Lane Primary and Nursery Schools

Review History

Review ratified:

7th May 2024 (Park Lane Primary and
Nursery School)

14th May 2024 (New Road Primary and
Nursery School)

Review ratified:

29th April 2025 (New Road Primary and
Nursery School)

6th May 2025 (Park Lane Primary and
Nursery School)

Review ratified:

Nappy Changing at New Road and Park Lane Primary and Nursery Schools

Policy statement

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.

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.

Our Procedures

We wish to ensure the safety and welfare of all 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 by taking the following actions:

1.1 Staff

- a) Ensuring all staff undertaking nappy changing have enhanced DBS checks.
- b) Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing.
- c) Training all staff in the appropriate methods for nappy changing.
- d) 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 our child protection procedures.
- e) 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.
- f) Following up procedures through supervision meetings and appraisals to identify any areas for development or further training.
- g) Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works.

h) Operate 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.

1.2 Risk assessment

a) We conduct regular risk assessments of all aspects of nursery operations, including intimate care, and review 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.

b) We make 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.

1.3 Parent Partnership

We work closely with parents on all aspects of the child's care and education. 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.

1.4 Nappy changing

During nappy changing we:

- a) Ensure that no child is ever left unattended during the nappy changing time.
- b) Ensure hygiene procedures are followed appropriately, e.g. staff put on gloves and aprons for heavily soiled nappies before changing starts, hands are washed after nappies are changed and changing mats cleaned before and after each use.
- c) Ensure practitioners are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents' and inappropriate comments about children's genitals when changing their nappies.
- d) Use 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.
- e) Provide older children with access to toilets when they have the need to and are encouraged to be independent.
- f) Record nappy changes on a nappy changing log (attached).
- g) Nappies and pull-ups are disposed of hygienically. Any soiled nappies/pull-ups are bagged up and disposed of by a sanitary waste disposal company.
- h) Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.

