

# CASTLEMORTON CE PRIMARY SCHOOL AND PRE SCHOOL



## Pre-School Nappy Changing Policy

LAB Approval:

Date: October 2025

Review Date:

Date: October 2027

Member of Staff Responsible:

Name: Amanda Smithson

## OUR CHRISTIAN VISION

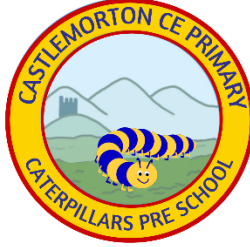
We are a Church School and Pre School with a commitment to providing quality education that meets the needs of our community. Creating successful learners, confident individuals and responsible citizens through a Christian approach of love, care and cooperation, so that everyone has confidence and a lifelong love of learning in order to flourish as human beings.

## Policy Intent

This policy has been written to promote the good health of the children in our care, in line with the safeguarding and welfare requirements of the [Early years foundation stage \(EYFS\) statutory framework](#) . The Pre-school is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery. It provides a framework for safeguarding and promoting the welfare of the children who attend our setting. The pre-school's nappy changing policy is in accordance with the families' requests, consistent with the children's physical and emotional abilities and in compliance with Ofsted regulations. At all stages staff should be interacting with the child, talking about their day, singing a rhyme or counting their fingers or toes. 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 make necessary adjustments to our toileting provision and hygiene practice in order to accommodate children who are not, yet toilet trained. 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.

## Method

- The changing areas is a clean, warm, safe and appropriate space.
- Each child should have their own bag containing nappies or 'pull ups', wipes and nappy cream- if appropriate and where prior parental permission has been obtained.
- Staff will ensure that nappy changing is relaxed and a time to promote independence in children.
- Staff follow a daily rota for nappy changing or as often as a child requires attention.
- Staff follow hygiene procedures and carry these out when changing nappies. Disposable gloves and aprons are worn by staff, before changing starts and the area is cleaned prior to and after use.
- Staff do not make inappropriate comments about children's genitals when changing their nappies and are gentle and careful when cleaning the child; staff avoid pulling faces and making negative comment about 'nappy contents'.
- Staff have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/'pull ups' whilst in our care, this may constitute neglect and will be a disciplinary matter.
- Staff must remain aware at all times of manual handling and lifting policy.
- A written record is kept of each time staff change a child's nappy/ pull up.
- Nappies and pull ups are disposed of hygienically. The nappy or pull up is bagged and placed in the nappy bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for parents to take home.
- Children can wear 'pull ups' or other types of trainer pants as soon as they are able to manage independently.
- Children access the toilet when they have the need to and are encouraged to be as independent as possible.
- Children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is using the toilet.
- Children should wash their hands with soap and water and either use the hand dryers or disposable paper towels for drying their hands. They should be allowed time for some play as they explore the water and the soap.



## **Nappy Changing Procedure**

- Nappies/Pull ups must be changed promptly when wet or soiled.
- Staff must wear disposable gloves on both hands and a disposable apron for all nappy changes.
- A new set of gloves and apron for each child.
- Both child and staff must wash their hands after changing a nappy.
- The nappy changing area must be away from any food preparation area.

## **CHILDREN MUST NEVER BE LEFT UNATTENDED ON A CHANGING MAT**

1. Make sure you have a clean nappy, wipes and any other supplies before changing the child's nappy.
2. Wear a new set of gloves disposable apron for each nappy change.
3. Remove the child's nappy/ pull up.
4. Wash and dry the child using the appropriate washing materials, supplied by the parent or carer e.g., wipe or cotton wool and warm water or wet wipes. Using the wipes or the cotton wool and warm water, wipe the genital area front to back.
5. If requested by parents/carers apply nappy cream parents/carers should supply their child's own cream in a named tub. Prior permission must be given by parent, noted on enrolment form and Online Parent App.
6. Put on a clean nappy. The child may need a clean set of clothes. All items should be supplied by the parents/carers.
7. Dispose of the nappy/ pull up in the nappy bin provided, along with the gloves and the apron.
8. Help the child to wash their hands thoroughly with antibacterial soap and warm water and help to dry the child's hands with disposable paper towel or encourage use of the hand dryer, staff to promote the child's independence as much as possible.
9. Wash down thoroughly the changing table ready for the next child by using disposable paper towel and antibacterial spray.
10. Staff to wash hands thoroughly with antibacterial soap and hot water.
11. Write down the nappy change time and child's name on the nappy chart stored in the changing area.