

## FLYING HIGH NURSERY NAPPY CHANGING POLICY

At Flying High Nursery School 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.

Our procedures meet best practice identified by the Health Protection Agency (2011) in 'Best practice advice for nurseries and childcare settings'.

### **Communication between the nursery and parents**

We actively encourage 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 and ensures consistency between home and nursery. Key events such as nappy changes are logged through our Family App so that parents are aware of key events during the day. We will also log if we suspect a nappy is wet/soiled on the App, even if it is checked and a change is not deemed to be necessary. A strong odour may indicate a child is suffering from wind or even a urine infection, so it is important to communicate this to parents. Parents will be engaged in the process of potty training and supported to continue potty training with their child at home.

Staff will regularly be vigilant about whether nappies are wet/soiled and ensure that nappies are changed in good time so that a child's skin does not become sore. We do not change all children's nappies in a room at one time, we offer an individualised approach which also encourages a child to let us know if their nappy is wet/soiled, even at a very young age. A check will be done just before a child is due to leave nursery and a new nappy will be put on if it is deemed necessary as we do appreciate it may be some time before parents get home after collecting their child from nursery.

### **Changing facilities**

We will use appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation and serving areas and children's play areas
- Changing mats are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded.
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a 'nappy sack' or plastic bag before being placed in the bin. Bins are foot-pedal operated, regularly emptied and placed in an appropriate waste collection area. Each child should have their own creams and lotions for any non-prescription cream for skin conditions e.g. Sudocrem. These are supplied by the parent/guardian and must be clearly labelled with the child's name. Prior written permission is obtained from the parent. When applying creams for rashes, a gloves are used.

Staff changing nappies will:

- Use a new disposable apron and pair of gloves for each nappy change and always wash hands before and after using gloves
- Clean, disinfect and dry mats thoroughly after each nappy change; disposable towels/roll must be discarded after each nappy change
- Ensure they have all the equipment they need and access to fresh water before each nappy change.

We wish to ensure the safety and welfare of the 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 through the following actions:

- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works and who they will be working with

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- Using 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
- Ensuring that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks
- Training all staff in the appropriate methods for nappy changing
- Ensuring that no child is ever left unattended during the nappy changing time
- Making 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
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing
- Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working 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
- 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 the child protection policy
- Operating 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
- 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
- Conducting regular risk assessments of all aspects of nursery operations including intimate care and reviewing 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.

### Preschool

Preschool children who are not yet potty trained will be supported at nursery so that they are toilet trained as quickly as possible. The Key Person or nursery manager may have a discussion with the Parents' and Carers encouraging them to use pull-ups as this will help encourage the child to sit on the toilet. Staff will always take on board the views of parents and support children to becoming independent toilet users as quickly as possible.

- Preschool Children are changed in the Preschool toilet area. If a child does not wish to lie on the changing table, staff will place a changing mat on the floor of the cubicle toilet. Once the nappy has been taken off staff will encourage children to sit on the toilet.
- If a child is distressed and it is difficult to change their nappy, another member of staff will help calm and soothe the child by talking or singing to them. For the child's best interests, if they do not wish to have their nappy changed on the nappy changing unit, staff will try to put the mat on the floor and see if that helps. If the following does not work Parents and Carers will be called for advice.
- If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the manager at the earliest opportunity.

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### Refusal

Very occasionally a child will refuse to have their nappy changed. Whilst we do make every effort to ensure that we are able to change a child, on some occasions we may need to call parents to come and support a nappy change. We would appreciate your support in this matter so that we can work together to potty train your child as quickly as possible and ensure that children are not having to stay in wet or soiled nappies any longer than necessary.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
1 <sup>st</sup> October 2020	Z.Khatoon	1 <sup>st</sup> October 2021
3 <sup>rd</sup> October 2021	Z. Khatoon	3 <sup>rd</sup> October 2022
3 <sup>rd</sup> October 2022	Z Khatoon	3 <sup>rd</sup> October 2023
28 <sup>th</sup> September 2023	Sue Simmons, Director	28 <sup>th</sup> September 2024