



Nappy Changing

Reviewed: July 2025

To be reviewed: July 2026

Company Reg.No. 08812259
No:1157645

Registered Office: Brooke Road, Walthamstow, London E17 9HJ

Charity Reg.

Little Learner's Nursery Group aims 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. Babies and toddlers will have their nappies changed according to their individual needs and requirements by their key person wherever possible.

Information will be shared between parents and key people about nappy changing and toilet training in a way that suits the parents.

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.

Through the following actions we will endeavour to support all parties:

- Nappy changing will take place in a designated nappy changing room or area.
- The door of the nappy change room will remain open at all times.
- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works.
- Ensure all staff undertaking nappy changing have suitable enhanced DBS check.
- Train all staff in the appropriate methods for nappy changing.
- Staff will change children's nappies regularly throughout the day (approximately every 3 hours). Children will continually check in between set nappy change times and will be changed as and when required.
- Staff will ensure the nappy change area is clean before they change a child's nappy. Children will be lifted carefully onto the change table and laid onto their back. Older children will be encouraged to use the steps

onto the change table. Once removed, nappies will be folded, tabs secured and placed into a nappy bag if soiled. The dirty nappies will then be placed into a hazardous waste bin (yellow bag). Children will be thoroughly cleaned using baby or conti wipes. Special care and attention will be taken to ensure female children are wiped front to back. Cream will be applied if requested by parents or if the child has a nappy rash. All individual creams provided from home will be labelled with the child's name. Staff will ensure the clean nappy is fitted properly and is the appropriate size.

- For the child's safety, staff will never leave a child unattended on a changing mat. All items will be readily available. This will prevent children from manoeuvring themselves and potentially falling off the changing table.
- Staff will ensure the nappy change unit is disinfected after every use.
- Nappy bins will be changed at lunchtime and at the end of the day, or as needed. The yellow refuse bags will be disposed of into the yellow bins.
- Staff should complete the daily intake, stating the time, their initials and whether the child was wet or soiled. Any additional comments should be added in as well e.g. nappy rash or cream applied.
- Staff will sing, talk and smile at the children throughout the nappy change.
- At no point will staff make inappropriate noises or gestures in reaction to soiled nappies.
- Staff will check children's nappies before sleep time and change them if they are wet or soiled.
- Children's nappies will be checked prior to collection so they are not sent home with a full or soiled nappy.
- Staff should not change nappies whilst pregnant until a risk assessment has been discussed and conducted. Students will only change nappies with

the support and close supervision of a qualified member of staff. Bank staff will only be permitted to change nappies at the Manager's discretion and if they have been trained and employed by the nursery group for an extended period of time.

- Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing. All new staff will undergo thorough training and will only be cleared for changing nappies on their own when the Deputy Manager/Room Leader signs them off.
- Staff will all wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately. Staff must use a fresh pair of gloves for each and every nappy change. A single apron may be worn for multiple changes, but it must be changed immediately if it comes into contact with bodily fluid.
- Follow up on these 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 as laid out in the parent and carers as partners' policy. This is essential for 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.
- The nursery will fully support parents who wish to use cloth nappies. If a parent wishes to use cloth nappies they must provide a separate bag for all of the soiled nappies. It is not the responsibility of the staff members to clean soiled cloth nappies before sending them home.
- Ensure all staff have an up-to-date understanding of child protection and safeguarding and how to protect children from harm. This will include

identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner.

- The setting operates a whistle blowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery.
- The management team regularly conducts working practice observations on 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.
- The nursery conducts regular risk assessments on all aspects of the nursery operation and this area is no exception. 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.

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.