

## **Nappy Changing Policy**

### **Statement of Purpose**

We recognise that children reach developmental milestones at varying chronological ages. All children will therefore be welcomed within Torphins Playgroup regardless of their progress towards being fully toilet trained.

We recognise that settings caring for young children who use nappies, must have appropriate changing facilities. These facilities will provide children with a safe, clean environment, and appropriate equipment, while promoting privacy, dignity and for older children, independence.

The following policy outlines procedures and considerations for nappy changing or when changing a child who is not fully toilet trained. We view toilet training as a self-care skill that children will have the opportunity to learn, with the full support and non-judgemental concern of staff.

Hygienic nappy changing practice and effective decontamination of equipment and the environment is vital to reduce the risks of transmitting infection to children and staff. This guidance is also relevant when attending to a child who requires a change of clothing.

We recognise that good infection prevention and control practices are essential for the health and wellbeing of children and staff.

[Infection Prevention and Control in Childcare Settings](#) was published by Health Protection Scotland and gives guidance on infection prevention and control for staff working within nurseries, daycare centres, playgroups, crèches, children's centres, childminders, after-school clubs, and holiday clubs. It is important that all members of staff at Torphins Playgroup have a clear understanding of their role in preventing the spread of infection. They should be familiar with guidance, policies and procedures that are in place to prevent and control infection in childcare settings, with heed to Nappy Changing guidance within the Infection Prevention and Control in Childcare Settings resource.

### **Responsibilities**

Staff should ensure children feel safe and secure throughout the activity and that they are respected and valued as individuals. We understand that in every aspect of early learning and childcare, it is vital that staff build strong relationships with children. Children benefit from warm, responsive, and sensitive interactions and nappy changes are no different. Children have a right to privacy and dignity when their needs are being met and staff should ensure this is always maintained. The quality of the child's experience is paramount during this time. Nappy changing should be a nurturing experience and can play an important part in the process of building a positive relationship between the adult and child. Staff should make eye contact with the child, communicate with the child, and offer praise and encouragement throughout the experience. Staff should ensure that nappies are changed regularly throughout the day and promptly after soiling.

All staff have a responsibility to respond when a child is soiled to ensure prompt attention. The daily rota identifies the staff member who is responsible for regular nappy changing each day. A record will be kept by the staff member of changing times and any observations such as nappy rash or loose movements etc. This information should be shared with the parent when the child is collected.

All staff involved in these procedures will have a full disclosure check as part of the Protection of Vulnerable Groups (PVG) scheme.

## **Equipment and Procedures**

Children will be changed in a warm, well ventilated, designated changing area which allows privacy for the child, has access to appropriate temperature running water, and has surfaces which can be easily wiped down and disinfected. The changing area will have appropriate facilities and will be separate from the playroom, away from food preparation areas, serving areas, laundry areas and will not be used as a cupboard to store resources. Our Nappy changing facilities will be separate from, but conveniently close to, the playrooms so staff can easily change nappies in a timely manner. Nappy changing is carried out in the bathroom to help support the children's progression to using the toilet.

We will ensure that there is a minimum of one nappy changing facility for every 10 children using nappies. This is consistent with the minimum number of toilets required for older children.

We will ensure there will be space for staff and children to manoeuvre safely, clear of any obstruction.

We will ensure walls, the ceiling, doors, and flooring will be of a suitable material that can be easily cleaned.

We will have suitable lighting. This will be natural or artificial but will be enough to allow safe practice and provide reassurance to children.

We will have suitable heating. This will be an acceptable temperature for the comfort of the child in a form that eliminates the risk of burns or scalds. A thermometer monitors the temperature.

We will have suitable ventilation - a window that opens and complies with Scottish building standards and takes account of any health and safety warnings.

Hand hygiene is extremely important to emphasise to individuals who are supporting children and young people with toileting.

There is a designated sink for hand washing only, with warm running water which will be located within the nappy changing area. The hand washing sink will be of a suitable size to allow hand washing. Children and staff will never share water for hand washing in communal basins. We understand it is good practice to support children including babies to wash their hands after nappy changing.

We have wall-mounted dispensers with disposable cartridges. We place disposable paper towels next to basins in accessible containers, together with a nearby foot-operated wastepaper bin.

Waste bins are provided. There is a separate waste bin for disposable of nappies. Soiled nappies are wrapped in nappy sacks before disposal and collected separately as offensive waste. There is also be a general waste bin for used paper towels and other waste.

Our nappy changing unit will:

- be of a suitable size and strength appropriate to the age and weight of the child
- conform to relevant safety standards
- have some form of separation if there are multiple units within the same area, either by a clear space or a cleanable partition between each nappy changing unit
- include a changing mat or surface that is waterproof, easy to clean and in a good state of repair so it can be cleaned and decontaminated thoroughly as required.
  - When installed. Presently nappy changing on floor with floor and changing mat.

For older children a clean, intact, wipeable changing mat placed on the floor may be used.

The safety of children must be paramount, and no child should be left unsupervised on a changing unit.

Nappy changing products are stored directly to the nappy changing facility for each child. Only their own nappies are stored in their bags and one is collected before the change, along with clothes where required.

Staff involved in nappy changing will wash and dry their hands thoroughly before starting changing procedures before handling another child or leaving the nappy changing room. They will wear disposable gloves and an apron which should be changed between attending to each child. Sensitive / fragrance free wipes will be used to clean the child, always wiping from front to back. Parents may prefer to supply their own choice of wipes. Babies and young children should be encouraged to wash their hands to help establish good hygiene habits. After changing, the child will be dressed and returned to the playroom.

Where children are participating in potty training, an area of the children's toilets will be screened off to allow privacy and ease of emptying potties. Children will become familiar with the toileting area to develop confidence and familiarity with the environment. Children should be given the opportunity to use the toilet independently or be given assistance as required. All children will be encouraged to adopt good personal hygiene habits.

## **Storage and Disposal**

Each child's supply of any creams etc, will be stored in the high cupboard, clearly labelled with the child's name and easily accessible to the changing area. Individual nappies will be kept in each child's bag in the playroom. These items will be kept solely for the individual child's use and creams and lotions should not be shared with others and appropriate paperwork will be completed by parents before use.

Used disposable nappies will be securely sealed in a nappy sack and placed in a lidded bin designated for the purpose. The bin will be lined with a waste bag and should be removed to the appropriate outdoor waste bin at the end of the day (more if required). The commercial nappy disposal bin is collected monthly. A separate bin is provided for the disposal of paper towels.

If a child's clothes have been soiled, or where reusable nappies are used, any solid waste should be flushed down the toilet. Soiled items will be placed in a named and sealed plastic bag, before storing in the soiled items box at the door, away from clean items for collection by the parent.

The member of staff will ensure that the changing mat/unit and any touched surfaces are left clean:

- wipe changing mats with Evans Protect and disposable towel after each use.
- check mats weekly for tears and discard if the cover is damaged.

All cleaning products used for cleaning of surfaces and nappy changing unit including mat **will be kept out of reach of children** and prepared according to the manufacturer's instructions.

Finally, staff should remove their protective gloves and apron disposing of them appropriately and wash and dry hands thoroughly once more.

Use of potties:

- It is essential that facilities for cleaning and storage are available, this should be located in the area where potties are used. Staff **must not** wash potties in a designated hand wash sink.
  - Potties out of reach of children when not in use - currently potties are stored in sealed containers next to the toilets – they will be stored above when shelf installed.
- Wear disposable gloves to flush contents down the toilet.
  - Wash the potty with Evans Protect and dry with disposable towel.
  - Store potties upside down in sealed containers.
  - Wash hands using soap and warm water and dry after removing disposable gloves.

### **Monitoring of this Policy**

It will be the responsibility of the Manager to ensure that new or temporary staff are familiar with these procedures and to monitor that they are being implemented by all staff. To aid the consistent implementation of this policy, information of steps to be followed when nappy changing will be displayed within the changing area.

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