



# Allsorts Nappy Changing Policy and Procedure

## Purpose

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.

This policy outlines the procedures that are following around nappy changing.

Babies and children wearing nappies will have their nappies changed according to their individual needs and requirements by their key worker wherever possible.

Information will be shared between parents and key person about nappy changing and toilet training through the Family app.

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.

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## Procedure

These procedures are to ensure the safety of both the children in our care and the staff.

Children's safeguarding needs to be balanced with their privacy. When children are having their nappies changed, or are learning to use the toilet, a member of staff has to be present. However, consideration needs to be given to who else is present and what can be seen. It is important to respect children's privacy wherever this is possible, without compromising on safeguarding.

- Children's nappies will be checked on a regular basis.
- All children should be changed promptly, as and when needed.
- All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet) or BM (bowel movement), time of nappy change and initialled by the member of staff.
- Only staff with a valid DBS check will be permitted to change nappies.

## Procedure cont'd.

- When changing a nappy, staff members must wear disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
- The changing mat must be sprayed and wiped with the anti-bac after every nappy change. Staff should also wash hands after nappy changing.
- Potties – staff are to give children privacy when using potties, by sitting them out of sight of passers-by. After use, staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac and put away immediately.
- Children need to wash their hands after using the potty.
- Parents/carers will provide nappies and nappy cream. Staff must record when a child is sore and cream has been applied.
- If a member of staff has any concerns about a child, they should follow the child protection procedures.
- Children must never be left unattended on the nappy changing stand.
- All children should be encouraged to use the steps to access the mat on the changing table, staff are not to lift heavy children onto the changing table.
- All nappies and wipes must be put into nappy sacks and disposed of in the nappy bin provided. All aprons and gloves must be put into nappy sacks and disposed of in the correct bin provided.
- At the end of the day, or if the bin becomes full, the nappy bags need to be taken outside and placed in the big bins. An apron and gloves must be worn when doing this.
- Wash nappy bins on a Friday and leave to air by not replacing a bin liner and lid over the weekend.
- If a child has a wetting accident, the soiled underwear needs to be placed in a nappy sack and then into the child's bag or on their peg immediately. Any child having a bowel movement accident needs to be cleaned appropriately, if the underwear is badly soiled, place in a nappy sack and put into their bag until parent collects explain to the parent the condition of the underwear giving them to choice of keeping the underwear or allowing the staff to dispose appropriately. The same procedure applies with any garments soiled with blood.