



## Nappy Changing Policy and Procedure

### Policy statement

Carlton Playgroup will aim to provide an inclusive environment which sensitively supports both parents and children with nappy changing and intimate personal care routines.

Carlton Playgroup will make reasonable adjustments to meet the needs of each child and children will not be excluded nor treated less favourably because of incontinence.

We will meet the needs of the children with delayed personal development in the same way as we would meet the individual needs of children with delayed language, or any other delayed development. Children will not be excluded from any activities solely because of incontinence.

### Procedures

#### Personal Care

- We respect children's rights for privacy and will always carry out personal care routines with sensitivity.
- A child's privacy is maintained by taking the child into a separate bathroom for changing nappies or helping with personal care routines. The member of staff carrying out the routine always informs other members of staff of their intention and the door is left ajar.
- Staff carrying out personal care routines must be DBS cleared.
- Whenever possible, intimate personal care needs should be carried out by the child's key person to promote continuity and ensure the child feels secure.
- If a child has a personal care need the child's key person would speak to the parent for guidance and if necessary training would be undertaken by all staff to ensure the needs are catered for effectively.
- The time spent changing the child should be a positive, learning time.

#### Nappy changing

- Parents/guardians are asked to provide nappies in the child's bag. Discuss how many times parents/carers would like their child changed during the session/s.
- Disposable and non-disposable nappies are accepted.
- Storage drawers are kept in the changing area and under twos room. They contain changes of clothes, wipes, nappy sacks, spare nappies, disposable gloves and aprons. The changing mat is cleaned after every use.
- The key person is responsible for changing their child if the keyworker is unavailable another member of staff will be assigned.
- Each key person talks or sings with the child and makes eye contact to help the child relax.
- Disposable aprons and gloves are used by staff. Nappies, wipes and nappy sacks are laid out at hand or changes of clothes. Barrier cream is only used if requested by a parent and provided.
- Nappies, wipes etc. are double wrapped in a nappy sack and disposed of in a bin outside or in the Sani bin located in the disabled toilets.
- Used washable nappies and wet soiled clothes are bagged and labelled and stored in a sealed bin.
- The changing mat is cleaned and disinfected after each use. The rest of the area is cleaned as and when needed.
- Each nappy change or change of clothes is recorded with date, time, name, wet or soiled, person who changed the child and parent's signature.

- If a member of staff notices any marks whilst changing nappies/soiled clothes speak to the designated safeguarding person.
- If a child is unduly distressed during nappy changing then 2 members of staff will support the child and make this time as easy a process as possible. We will endeavour to NOT leave a child in a soiled nappy.

**Toilet Training**

- When a child is ready for toilet training we would assist the child to use the toilet or potty, whichever is used at home. The child is asked at regular intervals if they need the toilet.
- The parents are asked to bring spare clothes in during this time.
- There is a mop and bucket that is specifically used for the toilet area available for cleaning at all times. Potties are also cleaned after each use.

This policy was adopted by	Carlton Playgroup Ltd	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	