



NAPPY CHANGING POLICY

At Colourbox we aim to support children's care and welfare on a daily basis in line with their individual needs. We are able to manage reusable nappies with disposable liners in some of our rooms at Colourbox, but a specific plan must be put in place before the child starts, ensuring Health and Safety guidelines are adhered to. We will ask all other parents to provide a weeks' supply of nappies at a time along with two spares in their child's bag.

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

We will enable 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. Parents will be engaged in the process of toilet training and supported to continue toilet training with their child at home.

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 have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded. The mats are cleaned after every child has been changed
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a nappy sack before being placed in the bin.

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
- 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 between children and staff and ensuring all parents understand how this works and who they will be working with.
- 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 enhanced DBS checks.
- Ensuring that no child is ever left unattended during nappy changing time.
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing.
- Working 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 support the nursery will arrange a meeting with the parent to discover all relevant information relating to this to enable 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 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.
- The nursery conducts risk assessments of all aspects of operations, including intimate care and reviewing the 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 Operations Manager (Sandra Copping).

This policy will be reviewed in April 2023