



NAPPY CHANGING AND PERSONAL CARE POLICY

At Colourbox we aim to support children's care and welfare on a daily basis in line with their individual needs.

Our procedures meet practice identified by the Health Protection Agency (2011) in 'Best practice advice 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.

Children will be treated with dignity and respect during any personal care routine, and our intention to change their nappy will be verbalised and signalled to the child to ensure they understand and anticipate what is going to happen as appropriate to their stage of development.

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 with nursery provided anti-bacterial cleaner and blue roll before and after each child has been changed.
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a nappy sack before tying and being placed in the designated nappy bin.

Staff changing nappies must:

- Use a new disposable apron and pair of gloves for each nappy change and always wash hands before and after changing each child.
- Clean and disinfect changing mats with nursery provided anti-bacterial cleaner before drying thoroughly with blue roll after each nappy change.
- Ensure they have all the equipment they need and access to fresh water and soap for handwashing prior to beginning nappy changes
- Ensure that they adhere to and have signed and read Safeguarding and Nappy Changing policies, procedures, and risk assessments.
- Ensure that each child's specific medical requirements in respect of nappies are adhered to, checking they can refer to the child's blue card or medical form

- A clean new gloved hand must be used to apply creams or lotions such as Sudocrem
- All nappy changing, first aid and personal care must take place in a designated area that is not closed off by any door or other obstruction. Children and staff engaged in nappy changing, first aid and personal care should be in earshot and eyesight of other staff throughout, however each room has layout variations and therefore specific room risk assessments must be followed at all times (World Room Newmarket, Redwoods Forest School and Newmarket Country Club).
- Staff are to follow safe working practices, risk assessments and Safeguarding policy which includes no member of staff lone working with a child or children at any time.

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 time as a key opportunity to talk to children and engage in learning 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 and personal care have enhanced DBS checks.
- Ensuring that no child is ever left unattended during nappy changing time or at any 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 personal 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.
- Children and staff engaged in nappy changing, first aid and personal care must be in earshot and eyesight of other staff throughout.
- The nursery conducts risk assessments of all aspects of operations, including personal care and reviewing the safeguards in place to ensure the safety of all involved.

Parent Responsibilities

- We may ask parents to provide a weeks' supply of nappies dependent on which site or room your child is in, please check with your room leader for specific information. We also ask that two spare nappies are kept in their child's bag.
- We may accept reusable nappies with disposable liners in some of our rooms at Colourbox, however a specific plan must be put in place before the child starts, ensuring Health and Safety guidelines are adhered to. Parents are to provide a labelled wet bag and sealed tub for the storage of used reusable nappies in the case of these being accepted in your room and pre-approved plan to avoid cross contamination.
- We do not have the facility to support the use of reusable wipes at any of our sites.

If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the Operations Manager (Simone Nel).

This policy will be reviewed in April 2024