



Burpham Pre-School: Nappy Changing Policy

Principles

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. Children will have their nappies changed according to their individual needs. Information will be shared between parents and their key person about nappy changing and toilet training on handover. 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. Through the following actions, we will endeavour to support all parties. Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.

Nappy Changing Procedures

These procedures are to ensure the safety of both the children in our care and the pre-school staff. A demonstration of the correct procedure for nappy changing should be carried out before any staff member can change nappies. Emphasis must be placed on keeping children safe and the prevention of infection.

- All children should be changed as and when needed, but at least once daily or as and when needed.
- Children should NEVER be changed by anyone who has not provided a clear, enhanced DBS.
- All nappy changes must be recorded by the member of staff responsible in the Nappy Changing book. It should be noted whether the nappy was W (wet) or BM (bowel movement), the time of nappy change and initialled by the member of staff.
- A child should be changed immediately if they soil their nappy or it becomes wet.
- 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 table and mat must be cleaned with a disposable antibacterial wipe. Hands must be washed after changing nappies.
- Potties – staff are to give children privacy when using potties by sitting them out of sight of passers-by and other children using the toilet area. After use, staff need to dispose of the waste appropriately in a toilet, and potties must be cleaned with antibacterial spray and blue roll.
- Children need to wash and dry their hands after using the potty.

- Respect the parent/carers choice of nappies for their child by ensuring you are only using the child's own nappies. A spare nappy will be used if the child has exhausted their own supply. Parents are requested to provide their own choice of barrier cream if they wish it to be used.
- Should a member of staff have any concerns about a child, they should follow the child protection procedures.
- Children must never be left unattended on the nappy changing station.
- Staff should avoid lifting heavy children onto the changing table but instead place the changing mat on the floor.
- All nappies and wipes must be put into a nappy sack and disposed of in the main bin outside..

Soiling

If a child wets or soils their clothes, the soiled clothing needs to be placed in a nappy sack and then into the child's bag immediately. The same procedure applies with any garments soiled with blood.

Reviewed: May 2026

Next Review: May 2027