

# **Nappy Changing Policy**

## **EYFS**



**Regulation ISSR: Part 3, 11 and 14**  
**Reviewed and updated by: Mrs S Bathurst**  
**Approval: Full Governor Board**  
**Last Review: Autumn 2025**  
**Next Review: Autumn 2026**

This policy will be amended before the review date if necessary.

### **Policy statement**

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained. We have facilities to change nappies and have bathroom options of toilets and potties. We will discuss toilet training with parents and will endeavour to keep as much consistency as possible between home and setting to support the child and avoid confusion. We offer children and families our full support during the toilet training process. We work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.

This policy should be read in conjunction with the Policy for Intimate Care.

### **Procedures**

We request information about the children's stage regarding toileting when they register with us. All Early Years Practitioners are Key Workers and work directly with the children so that they have a good awareness of the toileting routine of each individual child, and will support each child with this, as needed. Wherever possible, parents will be encouraged to use 'Pull Ups' for their child.

### **Nappy Changing**

Should children require their nappy changing during the day, the following will apply:

- The child will be changed on the changing table mat in the designated nursery and pre-school Nappy Changing Area.
- Children must be supervised at all times in the Nappy Changing Area.
- Care must be taken to ensure that children are fully supported in using the 'nappy change' steps up to the table.
- Any concerns about the safety of the Nappy Changing Table should be reported immediately to the Head of Early Years.
- The door to the Nappy Changing Area should NEVER be locked while an adult is accompanied by a child.
- When changing a nappy, all possible privacy will be afforded to the child.
- The adult will tell a colleague where they are going.
- Nappies and associated products for each child are stored in individually named baskets in the Nappy Changing room.

- The changing mat should be wiped with antibacterial spray and paper towel before and after changing the child.
- The Early Years Practitioner will change the child and will wear disposable gloves and apron while changing. Key persons are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- If changing more than one child the changing mat should be cleaned with antibacterial spray and paper towel between children, and fresh gloves worn for each child.
- Nappies, wipes, gloves, and disposable aprons should be bagged in a nappy/plastic bag, and this disposed of in the nappy bin located in the Nappy Changing room.
- The adult should wash their hands thoroughly after finishing changing.

## **Toileting Accidents**

Should a child have a toileting accident and need assistance to change clothes the following will apply:

- The adult will get the child's bag containing their spare clothes
- The adult will wear disposable gloves while changing
- The adult will reassure the child if they are upset by having an accident
- The adult will encourage the child to do as much of the changing as they are able to by themselves helping when needed
- All soiled clothes will be bagged in nappy/plastic bags and placed in the child's bag to be sent home
- Wipes, gloves, and disposable aprons should be bagged in a nappy bag, and this disposed of in the bin
- Children and adults should wash their hands thoroughly after finishing changing

To minimise the chances of toileting accidents occurring we will remind children who are toilet training regularly to go and try going to the toilet/potty.

## **Helping with Toileting**

Older children access the toilet when they have the need to and are encouraged to be independent. Should children require assistance with toileting e.g., wiping their bottom, this will be done by the Early Years Practitioner, teacher, or teaching assistant. Disposable gloves must be worn during the process. These should be bagged in a nappy bag and disposed of in the nearest bin. Children and adults should wash their hands thoroughly after finishing.

## **Safeguarding Children**

The Safeguarding Policy applies to all intimate care as outlined in this policy. Any staff suspected of acting inappropriately during intimate care routines will be investigated, and if necessary, disciplined as set out in the Disciplinary Policy. As with all safeguarding issues, staff are able to raise concerns they may have about another member of staff in accordance with the whole school Whistleblowing Policy.