



Nappy Changing Policy for Children Aged 2 and Over

Purpose:

This policy outlines the procedures for nappy changing for children aged 2 and over in our nursery. We aim to ensure a safe, hygienic, and comfortable environment for all children in our care.

Scope:

This policy applies to all staff, children, and parents/guardians at The Kids Village, with particular focus on children aged 2 and over.

Policy Statement:

We are committed to ensuring that nappy changes are conducted in a respectful, hygienic, and supportive manner. Children are encouraged to become more independent as they approach toilet training, but we will continue to offer support and ensure their dignity and hygiene is maintained during the process.

1. Staff Responsibilities:

- **Supervision:** Staff will ensure children are supervised at all times while in the changing area, including when they are using the bathroom independently.
- **Hygiene:** All staff involved in nappy changing will follow strict hygiene protocols, including washing hands thoroughly before and after each nappy change.
- **Confidentiality & Dignity:** We will ensure that each child's privacy and dignity are respected throughout the nappy changing process.
- **Comfort:** Staff will provide a comfortable and reassuring environment to children during the process. We will communicate with children at all times to ensure they feel at ease.
- **Use of Appropriate Equipment:** Staff will ensure that changing areas are equipped with clean, age-appropriate changing mats, and other necessary items such as wipes, nappies, and gloves.

2. Parent/Guardian Responsibilities:

- **Provide Supplies:** Parents/guardians are responsible for providing an adequate supply of nappies, wipes, and other necessary items for their child. These should be replenished regularly.
- **Toilet Training Updates:** Parents/guardians should inform staff about their child's progress with toilet training so we can offer appropriate support.
- **Labelling Items:** All items provided by parents/guardians should be clearly labelled with the child's name.

3. Procedure for Nappy Changing:

- **Frequency:** Nappy changes will be conducted as needed

- **Hygiene:** Staff will wear disposable gloves and apron during the changing process and dispose of them immediately after use. The changing area will be cleaned after each use to maintain high standards of hygiene.
- **Changing Process:**
 1. The child will be taken to the designated changing area.
 2. The child will be reassured and encouraged to lie down on the changing mat. If the child is more comfortable standing up for the nappy change, we will do so with the child standing up.
 3. Staff will be encouraged to chat, smile and interact with the child during the changing process to ensure comfort and ease
 4. The staff member will change the child's nappy in a timely and respectful manner, using wipes to clean the child and ensuring their comfort.
 5. Once the new nappy is on, the child will be encouraged to stand up and adjust their clothes.
 6. The staff member will dispose of the used nappy and wipes in a sealed bin, and will immediately wash their hands.
- **Clothing:** Staff will assist children in putting on fresh clothes, if required, and will ensure the child is comfortable before they return to their activities.
- **Toilet Training:** For children transitioning to toilet training, staff will provide verbal encouragement and guidance. The child will be supported to use the toilet when appropriate, with staff ready to assist when needed.

4. Training:

- All staff will undergo regular training on nappy changing procedures, hygiene practices, and child safeguarding protocols to ensure they understand and follow best practices.
- Toilet training techniques and individual care needs will be reviewed regularly, ensuring that staff are equipped to support children's developmental needs.

5. Health & Safety:

- **Infection Control:** Infection control measures will be strictly followed, including the regular cleaning of changing tables and other shared surfaces.
- **Accidents & Illness:** If a child has a nappy rash, infection, or other skin conditions, parents/guardians will be informed, and any necessary medical or protective products will be used.
- **Emergency Procedures:** In the event of an accident during the changing process, staff will follow the nursery's first aid policy and inform parents/guardians immediately.

6. Confidentiality:

- Information about a child's nappy changing schedule or progress with toilet training will be shared with parents/guardians during regular updates but will be kept confidential among staff and outside of the nursery.

7. Review:

- This policy will be reviewed regularly to ensure it continues to meet the needs of the children and complies with Scottish Early Years regulations.

Date of Implementation: 16/03/2025

Review Date: 16/03/2026

Signed,
M Rankin