



Ladybirds Preschool Nappy Changing Policy

(Revised 4th December 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

At Ladybirds Preschool we understand that children are ready for “potty training” at different ages. Many are socially and emotionally ready to start Pre-School before they are ready for potty training and some medical conditions mean a delay in training. Therefore, no child is denied a place at Ladybirds Preschool because he or she is in nappies.

Procedures

The child’s key person will discuss the child’s specific routine and needs with the parents/carers prior to the child joining Ladybirds Preschool.

- The parent/carer will be asked to provide nappies each session and to hand in nappy cream if they wish it to be used. The cream will need to be signed in and out each session and a “permission to administer medicine” form will need to be completed. Each time the cream is applied during the session, it will be recorded in the medication book and parents will need to sign this on collection of their child.
- Parents will be informed that we tend not to keep spare nappies at Ladybirds Preschool and that if a child has insufficient spares with them then we will contact the parent or carer to bring in more.
- To keep the child’s dignity while changing, nappies are preferable to pull-ups while attending Ladybirds Preschool.
- Only staff known to that child and who hold an up-to-date DBS record will change a child’s nappy.
- Staff will be sensitive to the feelings of a child when changing nappies. They will ensure the changing area is comfortable and warm and will talk to the child as they change them, offering reassurance if necessary. They will not make remarks in any child’s earshot about the smell, etc.
- Staff will discourage other children from making derogatory comments.

- All staff will make every effort to ensure a child is left clean and comfortable after changing. However, if a member of staff feels that they are unable to do this using the facilities we have then they will contact the child's parents or carers and ask them to collect the child. This is to protect the health and dignity of the child.

Procedure for nappy changing:

- Each day it is the key person's responsibility to add their children's names to the changing board that is on the main wall.
- It is their responsibility to ensure their key children are checked regularly and changed as necessary, either by doing so themselves or by arranging for a colleague to do so.
- When a child is checked or changed this must be recorded on the board.
- Disposable gloves and an apron must be worn at all times.
- Nappies must be double bagged before disposal and placed into the external dustbin. Soiled clothes must be double bagged and returned (discreetly) to parents/carers for washing.
- The changing area must be cleaned and disinfected after each child is changed.

Whilst staff understand that accidents happen and are equipped to deal with them, if a child is frequently wetting or soiling and it is causing the child distress or is causing health and safety concerns then parents may be requested to put their child back in nappies for a period of time.

We may suggest that a parent seeks advice from a health professional and we will work in partnership with that professional.

If a child remains in nappies beyond their 4th birthday, then an Individual Care Plan will be completed in consultation with the child's parents/carers.

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Administration of Medicines*
- *Admissions*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Complaints*
- *Confidentiality & Client Access Policy*
- *Daily Running Policy*

- *Diversity & Equality Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *Environmental Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *GDPR Policy*
- *Health & Safety Policy*
- *Infection Control Policy*
- *Information Sharing Policy*
- *Key Person & Settling Policy*
- *LADO Policy*
- *Looked After Children Policy*
- *Managing Children & Staff with Allergies Policy*
- *Medicine Audit*
- *Mobile, Camera & Social Media Policy*
- *Organisation Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Photography & Video Policy*
- *Physical Contact & Handling Policy*
- *Prevent & British Values Policy*
- *Provider Records Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Special Education Needs & Inclusion Policy*
- *Staff Alcohol & Drugs Policy*
- *Staff Behaviour Policy*
- *Staffing & Volunteers Policy*
- *Student Placement Policy*

- *Suitable Persons Policy*
- *Toileting Policy*
- *Transfer of Records Policy*
- *Usage, Storage & Retention Policy*
- *Whistleblowing Policy*
- *Working in Partnership Policy*

This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy

December 2024

Review Date: December 2026

This Notice was adopted by the committee on 30/12/2024

Signed: *Jean De Paris* _____

Reviewed Date:

Signature:

Amendments: