

## Personal Care (Nappy changing)

### Policy statement

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

### Procedures

- Our changing area is warm, with a safe area to lay children and no bright lights shining down in their eyes.
- Each child has a bag on their named peg that parents can put their child's nappies or pull ups and spare clothes in.
- Each child has a named basket in the changing area for their individual nappies and wipes.
- Our staff put on gloves before changing starts and the areas are prepared. Gloves and aprons however are not always required for a wet nappy where there is no risk of infection, however, gloves are always available for those staff who choose to wear them. Gloves are always worn for a 'soiled' nappy.
- Only staff members with a current DBS, signed up to the update service, are able to change nappies.
- When taking children to have a nappy changed in the nappy changing room, the member of staff will tell others present in the room, that they are going to change a child's nappy.
- On returning to the room, the person that changed the nappy will enter the details onto the child's records on Famly.
- There may be times when a child's nappy may need to be changed in the preschool room. In this instance a barrier will be put up within the preschool room and the child changed in the preschool room on a changing mat, behind the barrier.
- All our staff are familiar with our hygiene procedures and carry these out when changing nappies.
- Our staff never turn their back on a child or leave them unattended whilst they are on the changing mat.
- We are gentle when changing; we avoid pulling faces and making negative comments about 'nappy contents'.
- We do not make inappropriate comments about children's genitals when changing their nappies.
- In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.
- We encourage children to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- We work with parents and carers on a potty-training regime when and if the time is right.
- We encourage children to wash their hands, and have soap and towels to hand.
- Older children can ask to use the toilet when they have the need to and are encouraged to be independent.
- Staff will report back should the child be distressed, or if marks or rashes are seen.
- We will contact the parent or carer if the child is distressed and does not want to have their nappy or clothing changed.

We ask the parent or carer to do the following:

- Agree that the child in nappies is changed at the latest possible time before being brought to preschool.
- Provide the preschool with spare nappies and change of clothing.
- Understand and agree the procedure that will be followed when their child is changed at the setting.
- If a parent asks for the application of any cream, this will be recorded on a medical form which is signed by the parent.
- Agree to inform the setting of any marks or rashes that the child has.
- Agree to a 'minimum change' policy. The preschool will not undertake to change the child more frequently than if they were at home.
- Agree to review arrangements should this be necessary.

This policy was adopted by

Dragonflies

On

February 2026

Date to be reviewed

February 2027

Signed on behalf of the provider

Name of signatory

Role of signatory

Trustee