

Nappy Changing Policy

1.1 Muddy Boots Nursery School LTD aims 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. Babies and toddlers will have their nappies changed according to their individual needs and requirements by a consistent member of staff.

Information will be shared between parents and key persons about nappy changing and toilet training in a way that suits the parents and meets the child's needs.

1.2 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:

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works
- Use this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensure that the nappy changing area is inviting.
- Ensure all staff undertaking nappy changing have suitable enhanced DBS checks
- Train all staff in the appropriate methods for nappy changing
- Ensure that no child is ever left unattended during the nappy changing time
- Staff should not change nappies whilst pregnant until a risk assessment has been discussed and conducted. Students will only change nappies with the support and close supervision of a qualified member of staff
- Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing
- Ensure hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use, wear gloves during nappy changes
- Gloves will be changed after each nappy
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training
- Work closely with parents on all aspects of the child's care and education as laid out in the parent and carers as partner's policy. This is essential for intimate care routines which may require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensure all staff have an up-to-date understanding of child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as per the child protection policy
- The setting operates a whistleblowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising concerns as they arise in order to safeguard the children in the nursery



- The management team regularly conducts working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines
- The nursery conducts regular risk assessments of all aspects of nursery operations and this area is no exception. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines please see the manager at the earliest opportunity.