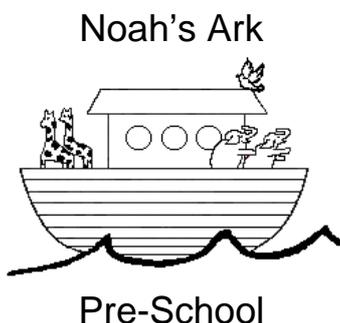


Safeguarding and Welfare Requirement: Health

Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies.



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.

Noah's Ark Pre-school are also happy to support and advise parents who are potty training their child.

Procedures

- Key persons undertake changing young children in their care who are in nappies or 'pull-ups'; this takes place each session or more frequently where necessary. The key person will also support any toilet training and toilet reminders with the aim of supporting independent self care. In the absence of a key person the nappy co-ordinator will change the key child or provide toileting support.
- We encourage young children from two years to normally wear pull ups, or other types of trainer pants, as soon as they are comfortable with this and if their parents agree.
- Our changing area is warm, with a safe area to lay children and no bright lights shining down in their eyes. There are mobiles and other objects of interest to take the child's attention.
- Each child brings with them their own supply of nappies or pull ups, changing wipes and nappy sacks. This is the responsibility of each individual parent (required for each session).

- Our staff put on gloves and aprons before changing starts and the changing unit is wiped with anti-bacterial spray in-between each child. Should a child be overly soiled disposable changing mats are also accessible in the changing unit cupboard. At the end of each day the unit is washed down with warm soapy water to prevent cross-infection.
- Our toilet areas are cleaned by the nappy co-ordinator on an hourly basis and a cleaning log is initialled each hour. At the end of snack time, during each session, the toilet areas and sinks are given a thorough clean.
- Each session the person responsible for leading snack disposes of the soiled nappies in a yellow (bodily waste) bag.
- All our staff are familiar with our hygiene procedures and carry these out when changing nappies.
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to wash their hands and have soap and paper towels to hand. They are given time to explore the water and soap.
- Our staff never turn their back on a child or leave them unattended whilst they are on the changing unit.
- 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.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- We do not use anti-bacterial hand wash liquid or soap for young children; young skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection.
- We dispose of nappies and pull ups hygienically. Any soil (faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the nappy bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled will be bagged up in a yellow bodily waste bag and sent home. If pants are too soiled then these are disposed of in the way that the soiled nappies and pull ups are.
- Parent/carers will be advised by staff if their child has undergone a nappy change and this is logged on the nappy change chart in the changing area.
- Only staff are involved in toileting and nappy changing; students, volunteers and other parent helpers are not allowed to change nappies and are discouraged from supporting children in the toilet area.
- When parents are ready to start toilet training their child they should have a conversation with the key person discussing ideas and support for the child. If necessary a toileting diary can be provided to support toilet training and parent partnerships on this matter.

Nappy changing unit procedure

- Make sure that you have the child's bag and change of clothes if necessary before attempting to change them and place on a clean apron and gloves.
- If the child's nappy/pull up has leaked there are throw away pads under the changing unit.
- Pull the curtain across to protect the child's dignity.
- Use the stairs by unclipping the latch that holds the stairs, use your left foot to hold the steps down using the foot pad, while you help guide the child to walk up. As soon as the child is on the top of the unit release the steps by removing your foot from the pad.
- Now the child can be changed making sure that the nappy changing policy is followed.
- The child will be changed using the products supplied by their parent/carer.
- Under the nappy changing unit and on the nearby shelf there are gloves, aprons and emergency supplies of wipes, nappy sacks, nappies and pull ups.
- Once the nappy/pull up has been changed please dispose of it in the nappy bin provided (see bin chart in nappy changing area).
- In the event of a child becoming extremely distressed by having a nappy changed, staff will reassure the child. If the staff feel it is imperative that the child is changed immediately then the parent/carer would be contacted to discuss the best course of action for the child.
- A log of nappy changes is completed by the staff member on the appropriate form and then kept for a term.
- If a child is able to assist with nappy changing, especially where pull-up's are used, then staff should encourage and use this method.
- Repeat the process for the stairs helping the child down.
- Dettol wipes/antibacterial spray on the shelf should be used on the changing unit after every child so that the unit is always ready for the next child and there is no cross infection. The adult changing will also wear clean gloves for each child and wash their hands after each change.
- At the end of the day the nappy co-ordinator should clean the changing unit with hot soapy water (in the designated orange bucket) using a pink cloth which should be disposed of afterwards in a nappy sack and then placed in the nappy bin immediately (before the nappy bin has been emptied)
- When the nappy bin is emptied the bag and contents are placed into a large yellow bodily waste bag and then disposed of in the normal outdoor waste bins.
- Under no circumstances should a child be left unattended on the nappy changing unit.
- Any parent that wants to change their child on the changing unit should be supported by a member of staff with no other children changing around them.

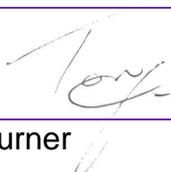
Toilet training

- Staff are always happy to help with toilet training routines which have been established by parents/carers, or to give advice on possible ways of helping with the toilet training process for each child.
- Staff encourage each child to go to the toilet as appropriate: offering help, encouraging the child to show independence and praising each achievement.
- Staff will always respect the parent/carers' decisions on toilet training.
- Children are often read appropriate books surrounding toilet and hygiene practices.

Child protection

- If at any time during the nappy changing process, injuries or unusual marks are noticed by staff members, the Safeguarding officer would follow the guidelines in our safeguarding and child protection policy for the safeguarding of the children in our care.

NB We have duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter.

This policy was adopted by	Noah's Ark Pre-School	<i>(name of provider)</i>
On	18th April 2016	<i>(date)</i>
Date to be reviewed	April 2017	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Tony Turner	
Role of signatory (e.g. chair, director or owner)	Chairperson	