**High Street, Paulerspury, Towcester NN12 7NA**

**Telephone: 07851 296392 (during preschool hours)**

**Registered Charity Number: 1158601**

**Nappy changing**

**Policy statement**

We understand that children are ready for “toilet training” at different ages. Many are socially and emotionally ready for pre-school before they are ready for toilet training, and some medical conditions mean there can be delays in training. Therefore, no child is denied a place at Paulerspury Pre-school because he or she is in nappies.

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**

* Information will be gathered regarding each child’s toileting needs. This will be recorded on the Registration Form and signed by the parent/carer.
* The parent/carer will be asked to provide enough nappies and wipes for each session and to advise a member of staff if the child has nappy cream that the need applying. Creams may need to be noted on a medication form and signed in/out by a parent/carer, where appropriate.
* Staff will know which children are in nappies or ‘pull-ups’ and will change nappies when necessary, or regularly to ensure that the child stays comfortable. A record will be kept of each time a child is checked or changed and staff will note any reasons for changing taking place, including clothing due to a leakage or water play.
* Only staff known to the child, and who hold a current DBS certificate can undertake changing of children, whenever it becomes necessary.
* Gloves 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 advised for a ‘soiled’ nappy.
* 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 will be sensitive to every child’s feelings when changing nappies. We will ensure that the changing area is as warm and comfortable as possible and we will talk to the child as we are changing them, offering reassurance if necessary.
* In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.
* We discourage other children from making derogatory comments.
* 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 encourage children to wash their hands, and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
* Older children are given supervised access to the toilet when they have the need to and are encouraged to be independent.
* We dispose of nappies and pull ups hygienically. All nappies and pull ups are bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for parents to take home, unless the parent has advised otherwise.
* 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 parent/carer and ask them to collect the child. This is to protect the health and dignity of the child.

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| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |