NAPPY CHANGING IN NURSERY / FOUNDATION POLICY

It was approved by the governing body: Summer Term 2021

This policy will be reviewed in the academic year ……

Mission Statement

At Oakfield Primary School, we understand that children are at different developmental stages and, unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents to support children towards independent toileting.

As a school we aim to be inclusive to all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support of adults.

This policy will be used when supporting children requiring nappy changing and other related personal care tasks. It has been written to ensure that best practice is carried out and that procedures followed comply fully with the legal requirements of the Early Years Foundation Stage statutory framework.

Policy Statement

Oakfield Primary School states that no child will be 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 whatever their age. We aim to work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time. 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.

Aims:

- To ensure that children in our care are comfortable and happy and have their basic needs met at all times
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change a child's nappy.
- To assure parents / carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination and ensure the inclusion for all

Basic Principles:

At Oakfield Primary, we consider the following principles when nappy changing:

- Children have the right to feel safe and secure.
- Children will be respected and valued as individuals.
- Children have the right to privacy and dignity when staff are meeting their needs.
- Children are supported in their understanding of toileting procedures to lead to their independence.

Safeguarding Pupils

We ensure that all staff are familiar with the school's Safeguarding Procedures and Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by their key person or another familiar member of staff who they have a close relationship with. We ensure that the child understands our intention to change their nappy and gives us consent, if appropriate to their development. This is so they understand that it is not appropriate

for just anyone to take them off and undress them. Staff should change children in the Nursery and Reception toilet cubicles which allows for privacy. Staff should inform another member of staff of their intent to change a child's nappy and ensure that the main entrance to the toilet blocks are open, as is usual practise. Staff are encouraged to ask for help or support when they feel it is needed.

Working with Parents and Carers:

- If a child has a disability or medical need that may affect their personal care routine then an Individual Health Care Plan will be drawn up in agreement with the SENCo, Parents or Carers.

- Parents will be asked when their child first starts at Nursery about their nappy changing procedure at home and if any special words are used, e.g. for genitals. Parents will also be encouraged to use the correct terminology e.g. vagina.

- Parents will be asked at Home visit whether they feel their child is ready for toilet training and if they are happy for Nursery staff to begin that process when the child is settled into Nursery and shows signs of readiness for toilet training.

- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session. e.g. badly soiled nappy, strong smelling urine etc.

Toilet Training

At Oakfield Primary we will encourage all our children to achieve continence when they exhibit signs that they are ready. We aim to work in partnership with parents and carers to achieve this as quickly and easily as possible. In addition, key persons ensure that nappy changing is a relaxed time and is used to promote independence in young children. Staff will use the nappy changing time to talk to the child about what they are doing and develop the child's vocabulary. They will also try to encourage them to become independent in dressing and undressing themselves and washing and drying their hands.

Protection for Staff

As far as possible, nappy changing procedures will be carried out by the child's Key Worker or supporting TA.

- Staff will be trained in good working practices which comply with health and safety regulations.

- Staff will inform another member of staff discreetly that they are taking a child to change their nappy.

- If a situation occurs that causes staff concern then a second member of staff should be called if necessary and the incident reported to the Foundation Stage Leader and recorded on Cpoms.

- If staff are concerned about a child's actions or comments whilst nappy changing or they notice any unusual marks then this should be discussed with the Foundation Leader and the School's Designated Safeguarding Lead/s immediately. Details of the incident should be recorded as soon as possible and passed on to the DSL.

- Students and parent helpers will not change nappies.

- Supply staff will not change nappies unless employed as a key worker on a long term basis.

    - Lunchtime staff assigned specifically to Nursery and Reception will change nappies whenever necessary over the lunchtime period

Nappy Changing Procedure

- Items needed for nappy changing will be stored in the individual child's bag (with the exception of aprons, clinical waste bags and gloves). Parents should provide wipes, nappies and a change of clothes for any accidents.

- Nappies will be checked and changed when necessary at times of the day suitable for each individual child, unless the nappy has been soiled.

- Approach the child and explain that it is time to change their nappy. If they are engrossed in an activity then give them a warning "We are going to change your nappy in 2 minutes"

- Do not approach the child from behind. Do not pick them up and take them for a nappy change. Take the child's hand and lead them to the toilets, letting another adult know where you are going.

- Wash your hands and put on disposable gloves which are kept in the toilets. A plastic apron can be worn if needed. A new set of gloves should be used for each nappy change.

- The child will be asked if they want to lay down on the changing mat (nursery only) or standing up in a cubicle

- Ask them to help you remove their shoes and any clothing so that the nappy can be accessed. Then lay the child down on the mat. If the child is not using a changing mat they should be asked to sit down on the toilet after the nappy has been removed.

- Remove the child's nappy and place it in a nappy bag.

- Use wipes to clean the child, wiping from front to back, and put them in the nappy bag too, tying the bag up. Where appropriate ask the child to help with their own wiping to encourage independence

- Put on a clean nappy.

- If a child's clothes are soiled then they should be put in a nappy bag to be sent home.

- Take the gloves off and put them in the bin.

- Encourage the child to help you dress them and then wash and dry their hands with soap.

- Wash and dry your hands with soap and warm water.

- Take the child back into Nursery so they can return to play as soon as possible.

- Return to the toilets and clean the changing mat and the hand rail with disinfectant. Put the used nappy in the bin. Remove your apron if one has been worn. Wash and dry your hands.

Toilet Training Procedure

- If a child is beginning to show signs of readiness to meet his or her own toilet needs, staff members can support the child according to age and stage to use the toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards

    - Staff members will also ensure that toilet booster seats are available for children being toilet trained and cleaned with antibacterial cleaner after every use

- When supporting a child that needs to be changed, the staff member will approach the child and explain that they need to clean and change them into some dry clothes
- The staff member will put on a pair of disposable gloves and an apron
- Remove the wet / soiled clothes form the child
- Clean the areas required (if major soiling parents and carers will need to be contacted) Staff member to ensure the child is happy and comfortable at all times and understands what is being done and why
- If a child is capable of doing so, they can assist with the removal of any clothing
- Wet / soiled clothing to be put into a plastic bag, tied at the top so it can be sent home
- Staff member to ensure hygiene at all times (hand washing)
- Staff to support the child to hand wash then take the child back to their play
- Staff to return to the changing area and clean the area as necessary (mop for urine / soiling, antibacterial spray for the changing mat and toilet seat)

Parental Responsibilities

At Oakfield Primary School we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at school
- Parents must sign a consent form granting permission for their child's nappy to be changed
- The school requires parents to supply nappies, wipes and nappy bags that will be used and applied as necessary
- Parents understand that if a child has severely soiled they must come and either use the showering facilities at school, or take the child home to be showered
- Parents understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health
- Parents must send their child in nappies or pull up until they are dry and clean the majority of the time or are showing signs of readiness for toilet training

Changing of Nappy

I hereby give permission to Oakfield Primary to change my child's nappy during a session as and when required. Details are to be recorded in the Changing Log.

Signed……Dated……

Name of child……