



HILLSBOROUGH
NURSERY & PRIMARY SCHOOL

Changing Policy

Author:	-
Committee:	-
Last Review/Update:	-
Level of Change:	-
Next Review:	-

Believe. Belong. Become.



HILLSBOROUGH
NURSERY & PRIMARY SCHOOL



Innovation | Collaboration | Excellence

Rationale

At Hillsborough we understand that children are at different developmental stages. We work with parents towards independent toilet training, unless there are any medical or developmental reasons why this would be inappropriate.

At Hillsborough we aim to be inclusive to all children and to consider the individual needs of the child.

Hillsborough has written this policy to ensure that best practice and procedures are carried out at the school. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Aims

- At Hillsborough nappies will be checked at regular intervals and changed when required.
 - At Hillsborough we commit to change a child's nappy will be changed promptly when wet or soiled.
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Best Practise followed at Hillsborough

- Staff members must wear a disposable apron.
- Staff members must wear a fresh pair of disposable gloves each time they change a nappy.
- Staff members must wash their hands after every nappy change using soap and water or alcohol gel.
- Sensitive skin wet wipes will be used for every nappy change, if authorised by parents and carers.
- Soiled nappies will be placed into a tie handle bag then placed into the designated nappy bin.
- Staff members must ensure that the changing mat is cleaned after every use with an antibacterial cleaner and dried off with a paper towel.
- Staff members will ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.
- The school will not supply nappies or pull-ups.
- Nappy changes will be recorded on the nappy changing log.

Procedure for Staff to follow at Hillsborough

1. Two staff will always be present when changing a child. A door will always be left open to promote positive safeguarding procedures while, at the same time respecting a child's right to privacy. Staff will prepare the changing mat by cleaning with antibacterial spray and ensuring the following items are ready before changing the nappy; clean nappy, wipes and nappy cream if required.
2. The staff member must put a fresh set of gloves and disposable apron on for every child that has a nappy changed.
3. The staff member must then remove the child's nappy and dispose of the nappy in the hazardous waste bin, located in the staff toilet.
4. Next the staff member must clean the child using wipes. The staff member must wipe from front to back.
5. The staff member must then put on a clean nappy and a new set of clothes if required.
6. The staff member must then wash the changing table with antibacterial spray.
7. The staff member must then wash their hands with liquid antibacterial soap and running water and dry their hands on a disposable paper towel.
8. The staff member must make a record of the nappy change in the nappy changing log.

Parental Responsibilities

At Hillsborough 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 Hillsborough, Parents must sign a consent form granting permission for their child to be changed.
- Parents understand that they will be asked to collect their child from Hillsborough if their child shows symptoms of diarrhoea or similar indications of ill health.

- Parents must send their child in nappies or protective underwear until they are dry and clean the majority of the time. We will always encourage the transition to pants from nappies and will speak to parents regarding this when necessary.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of children with additional needs, staff and parents and any information the school holds on disabled children, staff and parents.

Any questions or concerns regarding this policy should be made to **Nicola Wileman**.