

# Rainbow Early Years

## Nappy Changing policy

### Statement of intent

Rainbow Early Years (REY) operates an equal opportunities policy and a child wearing nappies or pull up's is not a reason for exclusion.

### Aim

We aim to ensure that our children's privacy and dignity is maintained at all times and that a healthy lifestyle and high standards of hygiene are kept.

### Method

When children attending REY are wearing nappies or pull up's, parents/carers are requested to provide a change of clothing, a small number of nappies/pull up's in the appropriate size, wet wipes and nappy sacks/bags. All these items should be brought to REY every time their child attends in a named bag.

Only permanent staff working (who hold an enhanced DBS) with REY are permitted to change a child nappies/pull ups at REY. Volunteers, parent helpers and students do not have the relevant authority from the management committee to be allowed such contact.

All staff at REY work to the following guidelines when changing wet/soiled nappies or pull up's:

- Staff ask children's permission to change their nappy, and if another adult is preferred they will be asked to support them.
- Staff changing children at REY will do so in the adult toilet away from the other children.

- The staff must ensure that they do not lock themselves in a room with a child when undertaking any personal care, the door should be left slightly ajar whilst privacy is maintained.
- Disposable aprons and gloves are supplied by REY for all adults to wear whilst changing nappies/pull up's, which will be changed after caring for each child.
- A changing mat is to be used when changing nappies/pull up's and this must be cleaned, plus any other potentially contaminated surface, using an anti-bacterial spray and a disposable cloth after every change, staff need to keep gloves on to do this.
- Nappies/pull ups', plus any disposable cloths used, are to be placed into a nappy sack/bag as soon as is practically possible and the sack/bag firmly knotted. This will be disposed of carefully in a designated bin, which is emptied at the end of the day or more frequently if necessary.
- On completion of each nappy/pull up change the adult will wash their hands thoroughly with anti-bacterial hand wash, and dry carefully.
- Nappy changes are recorded with date and time on the nappy changing sheet and signed by a staff member.
- The child to be changed will never be left unattended in the nappy changing area.
- If a child becomes unduly distress or refuses to have their soiled nappy/pull up changed. Firstly the child will be asked who they want to change them if still refusing the parent/carer will be contacted and asked to attend, or this information shared at the end of session.
- If a child arrives at REY with a soiled nappy/pull up it is the parents/carers responsibility to change their child before they leave the child in our care.
- Comfort toys and board books are used to sooth any child who becomes upset.
- Staff will talk to the child or engage them in singing during nappy changing time.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2005

Date of last review: August 2017 by Manager.

Reviewed; 14-8-18, 30-8-19, 4-8-20

Date of next review: Annually