

## Nappy/Toileting Policy

At First Friends Nursery we aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Wherever possible, each child's key person will change nappies according to the child's individual needs and requirements

Our procedures meet best practice identified by the Health Protection Agency (2011) in 'Best practice advice for nurseries and childcare settings'.

### **Nappy Changing area**

It is important that all staff follow the nursery policy

- Nappies are changed in designated areas away from play facilities and food and drink
- Nappy changing mats must be cleaned with antibacterial spray at each nappy change
- All staff must make sure they are wearing aprons and gloves while changing a child's nappy
- Clean disinfect and dry mats thoroughly after each nappy change; disposable towels/roll must be discarded after each nappy change.
- Aprons must be washed regularly to prevent cross contamination
- Staff must ensure to wash their hands after changing nappies
- All nappies must be put in nappy sacks and in the yellow bins provided
- Nappy bags must be disposed of at the end of the day in the bin in the car park and a new yellow bag must be provided, ready for use the next day
- Children's nappies must be changed in a morning session, afternoon session and an evening before they go home. Unless anymore changes are required
- All children's nappies must be checked before they go home
- If children are doing extra hours they must be included in the next session nappy change. For example 8-2 sessions
- Staff must record all nappy changes on the nappy charts provided and on the parent daily slips
- Staff must ensure when reading slips/diaries out to parents/carers that all nappies are recorded

### **Children on potties or using the toilet**

- Potties should only be used in designated areas away from food and drink
- Contents of the potty must be flushed down the toilet. The potty must be cleaned with antibacterial spray after each use. Ready to be used again
- Make sure that when older children are using the toilet that they are flushing and not leaving any mess behind them
- Don't leave children unattended they must be supervised at all times. Staff must carry out daily risk assessments on the bathroom and conduct bathroom checks every 10 minutes
- Encourage children to wash their hands after they have used the potty or toilet
- If a child has soiled or wet their clothes it is important that staff wear gloves and apron when changing them
- Children's clothes must be rinsed out and put in a disposable bag ready to take home

## **Butterflies bathroom**

All staff must ensure that the gate is closed at all times and encourage the children to do the same. Older children can go into the cubicles unsupervised however staff must ensure to check them afterwards. Chime/bell must be in use to ensure to notify staff when the gate is open, staff must ensure to close the gate immediately to prevent children accessing the bathroom unsupervised.

## **Protective clothing**

It is important for First Friends Nursery to provide the staff with the correct protective clothing for when carrying out the above.

- Nappy aprons
- Disposable gloves
- Antibacterial spray
- Nappy changing mat
- Cotton wool/baby wipes
- Potties
- Nappy sacks
- Yellow bin/yellow bags

## **Safety and welfare**

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works and who they will be working with
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensuring that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks
- Training all staff in the appropriate methods for nappy changing
- Ensuring that no child is ever left unattended during the nappy changing time
- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted; and that students only change nappies with the support and close supervision of a qualified member of staff
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing
- Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Ensuring all staff have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the child protection policy
- Operating a whistleblowing policy to help staff raise any concerns relating to their peers or managers and helping staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery

- Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines
- Conducting regular risk assessments of all aspects of nursery operations including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.