

St Katherine's School & Nursery



Nappy Changing & Toileting Policy

Creating our future by learning together

Date of Policy: September 2025

Aim

It is our aim at St Katherine's School & Nursery to ensure that children are kept clean and comfortable by being changed and checked on a regular basis. Children's privacy will be treated with respect. 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.

The Role of Parent/Carer

- Discussions with parents/carers on a daily basis are key in supporting nappy changing.
- Parents/carers will be asked to provide the nursery with wipes and nappies for their child, clearly labelled. Such items will be only used on the child they are intended for.
- Parents/carers will indicate if their child may need special requirements, due to sensitive skin etc. and therefore we will cater for each child's individual needs.
- Parents/carers will be asked to provide the nursery with a nappy ointment that staff members can apply if needed. Nappy ointments will be stored safely and clearly labelled and staff will have obtained parental consent to apply before doing so.
- At St Katherine's we ensure that children's privacy during nappy changing and toileting is explicitly respected. This commitment is clearly communicated to parents and carers through daily discussions ensuring that children's dignity, safety, and individual needs remain at the centre of our practice.

The Role of Staff in Nappy Changing Procedures

- The child's nappy on arrival at the setting should be checked. If necessary, it should be changed immediately.
- All children should be changed as and when needed and are checked regularly throughout the day.
- If a member of staff is changing a nappy, they will inform another member of staff who will oversee them.
- Before changing the nappy, the staff member should check with the child this is OK. e.g. 'Shall we go and make you a bit more comfortable?'
- A child should be changed as soon as possible if they soil their nappy or it becomes wet.
- Staff must ensure that children's privacy is considered and balanced with safeguarding needs during intimate care routines. Using privacy screens but remaining visible without compromising a child's dignity.
- Staff responsible for changing the child will collect all items needed before changing.
- Staff must wear an apron and gloves.
- A child will not be left unattended on the changing mat.

- Wet/soiled nappies will be removed and the child cleaned with baby wipes provided by Parent/Carer (unless aware of allergy) from front to back.
- If needed, cream will be applied and then a clean nappy will be put on.
- Changing mat will be sprayed with sanitising spray and wiped thoroughly with a cloth.
- Soiled nappies, used wipes, gloves and aprons will be disposed of in the designated bin provided.
- Hands will be washed thoroughly following recommended hand washing procedures.
- All nappy changes must be recorded by the member of staff responsible at the time of changing. It should also be recorded whether the nappy was W (wet) or BM (bowel movement), time of nappy change, any marks or soreness and if the child was distressed during changing. This record should then be initialled by the two members of staff. This log will be available to parents if required or reported to parents where necessary. For example, if a member of staff notices a nappy rash and requires the parent to provide nappy cream.

Toileting

- Toilets are always accessible; children will be encouraged to use the toilet independently.
- Children will be encouraged to clean and wipe themselves after toilet use. Staff will check children afterwards and if they are required to, they will wipe children. Staff will use disposable protective equipment e.g. gloves and aprons.
- Children will be encouraged to tend to their personal hygiene needs. Staff will supervise hand washing afterwards and provide help should it be required.
- When a child is not in nappies and wets or soils themselves accidentally, they will be cleaned and changed immediately.
- When children are ready to be toilet trained, staff and parents will work closely together to support the process and approach it in a positive manner.

Additional Safeguarding Measures & Culture

Staff will take all necessary measures to safeguard themselves when they are toileting children, for example leave toilet doors open at all times when in the cubicle with a child. Any suspicious acts will be dealt with immediately and necessary action will be taken.

No adults can enter the toilet area unless they are designated staff. Parents/carers may change their child/attend to their child in the toilet/nappy changing area if there are no other children present in the bathroom area. Staff will check before permitting access.

