Walthamstow Montessori School (WMS)

Nappy Changing Policy

Introduction:

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing. It is to be considered in line with our Intimate Care Policy as well as our staff code of conduct, Safeguarding policy and indeed the staff Nappy Changing procedure document.

Aims:
At WMS we will ensure that when children are changed their physical and emotional needs are being met.

Children will be changed regularly and promptly and the changes will be documented accordingly and will be shared with parents.

We aim to support children's care and welfare in line with their individual needs and stage of development.

All children need contact with familiar and consistent carers to ensure that they can grow confidently and feel secure. To this end we will aim that a child is changed by one of their class teaching team.

Children who attend for extended services such as before or after school care or holiday school care will also be looked after by other WMS staff who will make themselves known to your child and will have relevant knowledge and background information about a child. They will always ensure that a child feels comfortable and happy with any such changes.

For example, a member of staff will introduce themselves and will say that they are going to help a child feel more comfortable by changing them in our changing room. They will make sure that a child knows what is going on and is happy with that.

- Nappy changing will be a positive experience for child and staff member.
- The nappy change area is inviting and interesting.
- There will be discussions around learning and looking at the pictures and displays in the changing room. Songs and rhymes will be sung too.
- Close bonds develop in this way between staff and child.

- Information related to the nappy changing process must be shared between parents and the school so that we know what stage your child is at and can be aware of any changes etc.

- It is the responsibility of the parents/carers to update the school on any such changes and progress. Please do so in writing by email via the school office.

- Changing will only occur in the designated changing areas; this meets our health hygiene and safety requirements.

- The changing area respects the child's right to privacy, it is also easily supervised. There is a sign on the changing room's door to remind staff and anyone walking past to think about the child's privacy whilst being changed. There are also signs on the toilet cubicle doors to alert children and staff when a toilet is being used and to respect the privacy of the child using the toilet.

- We will always ensure the safety and welfare of all children while they are being changed and will safeguard against any potential harm. We will seek to maintain children's dignity, but also safeguarding them appropriately. When changing nappies or supporting toileting, practitioners will shield children's privacy while still maintaining supervision for safeguarding.

- All nappies and associated supplies will be supplied by the parents. Please put these in a zip up bag inside your child's school bag, which must be clearly named along with the cream if supplied. We would ask that 6 nappies are maintained in the bag.

- Unscented wipes and nappy sacks are supplied by WMS and will be used on a child when changing them unless a parent specifies otherwise.

- All information related to your child starting with us must be completed with the initial admissions forms and shared with staff accordingly before a child starts.

- Parents will be asked to provide details about wipes and cream and to supply these as necessary.

- Any children with specific needs will have a care plan in place to administer anything that falls outside this policy.

- All staff undertaking any nappy changing will have full enhanced DBS checks and references in place.

- Training is in place so that all staff know the appropriate methods for nappy changing and associated procedures. This is undertaken no less than annually.

- No child is ever left unattended during any nappy changing time.

- Staff will risk-assess whether it is appropriate to place a child onto the raised nappy changing area.

- If a child is deemed to be too heavy for them to lift safely then a child may be changed on a low-level changing mat or parents will be encouraged to supply pull-ups.

- All staff will be trained in the relevant procedures during their induction. Regular observations of all staff doing nappy changes will occur to maintain high standards and observations stored for future reference.

- A child's nappy will be changed at least every 4 hours.

- A nappy will be changed immediately if it is apparent that a child is soiled or wet.

- Please ensure that a child arrives at school with a clean nappy to begin their session. This will be assumed.

- Changes will be noted and recorded in the nappy changing book, which a parent will be required to sign at the end of a session.

- Staff members will note whether a nappy is soiled, is wet, or is dry.

- In the case of a child who is being potty trained it will be not unusual for a nappy to remain dry for longer.

- Where possible a child will be changed by a member of their class.

- When changing a nappy staff members will wear a disposable apron and disposable gloves, a face mask is currently optional.

- The school has a contract for removal of soiled waste with Biffa and this is undertaken regularly.

- After each change staff member will use a disinfecting wipe to clean the changing area.

- The nappy changing mat will be replaced when they are showing signs of wear.

- Any children who are in the process of being potty trained will be given privacy when using a potty. They will be placed out of sight of passers-by or other children using the toilet areas whenever possible.

- Parents may want to bring in their own potties if they feel that the child has a particular attachment to a specific potty.

- Parents will be asked to complete details of which cream they prefer to be used as well as the frequency, i.e., after all nappy changes, after soiling only etc.

- If a child has an accident in their underwear, soiled or wet underwear will be placed in a nappy bag and then within the child's schoolbag. A parent will be informed.

This policy was adopted on dated: 01.09.2021

Date last reviewed: 1st September 2026

Date to be reviewed: 1st September 2027