Nappy Changing Policy

Applies to: *All employees*

Policy Statement

At Dots & Tots Day Nursery, we recognise that nappy changing is an important part of a child's daily routine and should always be carried out in a safe, hygienic, respectful and nurturing manner. Nappy changing provides an opportunity for positive one-to-one interaction, helping children to feel secure whilst maintaining their dignity and privacy.

Nappy Changing Facilities

Dedicated nappy changing units are in the Chicks Room and Ducklings Room. Each changing area has a privacy curtain that can be drawn during nappy changes, allowing privacy whilst ensuring practitioners always remain within the sight and sound of colleagues.

Portable changing mats are also available within the Squirrels (Toddler) and Butterflies (Pre-School) rooms for occasions where a child requires a nappy or pull-up change within these environments.

Staffing

Only practitioners who have:

• An enhanced DBS check;
• Successfully completed all safer recruitment requirements;
• Been signed off by management as competent to undertake nappy changing;
may carry out nappy changing.

Only practitioners who have completed the nursery's safer recruitment requirements, including the appropriate enhanced DBS checks, and have been assessed and formally signed off by nursery management as competent may undertake intimate care duties, including nappy changing and toileting assistance.

Before authorisation, practitioners must demonstrate an understanding of the nursery's safeguarding procedures, hygiene requirements, professional boundaries, children's dignity and privacy, and safe intimate care practices.

Management will provide appropriate induction, guidance and practical assessment before signing staff off as competent.

Wherever possible, a child's Key Person will undertake nappy changes to provide continuity of care and reassurance.

Items Provided

Parents/carers are responsible for providing:

• Disposable nappies or pull-ups;
• A sufficient supply of spare clothing.

Dots & Tots Day Nursery will provide:

• Baby wipes;
• Barrier cream (where parental consent has been obtained).

Hygiene Procedures

Staff will:

• Wash or sanitise their hands before and after every nappy change.
• Wear disposable gloves and disposable aprons.
• Clean and disinfect the changing mat after every use using the nursery's approved cleaning products.
• Dispose of gloves, aprons, wipes and nappies immediately in the designated nappy disposal bins.
• Any soiled clothing will be securely bagged and returned to parents/carers at the end of the day. Clothing will only be disposed of with the prior agreement of the child's parent/carer.
• Children will never be left unattended on a changing unit or changing mat at any time.

Inclusive Practice

At Dots & Tots Day Nursery, we are committed to ensuring that every child receives respectful, individualised care. We recognise that some children may require additional support during nappy changing due to special educational needs and/or disabilities (SEND), medical conditions or developmental needs.

Where required, an individual intimate care plan and/or risk assessment will be developed in partnership with parents/carers and, where appropriate, other professionals. This will clearly outline the child's individual care requirements, preferred routines, any specialist equipment or medical procedures, and how their dignity, safety and wellbeing will be maintained.

Practitioners will encourage children to participate in their own personal care wherever appropriate, promoting independence in line with their age, stage of development and individual abilities.

Recording

Every nappy change will be recorded on the nursery's online learning and care system, including:

• Time changed;

• Whether the nappy was wet or soiled;
• Any concerns such as rashes, soreness or unusual bowel movements.

Parents will be informed of any concerns observed during nappy changing.

Safeguarding

Nappy changing is carried out in accordance with the nursery's Safeguarding and Child Protection Policy. Staff will always maintain children's dignity, privacy and wellbeing whilst ensuring safe working practices are followed.

Any marks, bruises, injuries or safeguarding concerns observed during nappy changing will be reported immediately to the Designated Safeguarding Lead and recorded in accordance with safeguarding procedures.

Monitoring and Review

The Nursery Manager is responsible for implementing this policy. It will be reviewed annually, or sooner following changes to legislation, the EYFS, local authority funding guidance, registration conditions or nursery operations.

Policy Created: October 2026

Policy Review Date: October 2027

Version: 1.0

Signed

Christie Patton

Company Owner