

Nappy Changing Policy

At The Orchard Day Nursery Kingston, we recognise that nappy changing and intimate care are an important part of caring for babies and young children.

We are committed to ensuring that every child receives intimate care in a way that protects their health, safety, dignity, privacy, wellbeing and individual needs, while supporting their developing independence.

Nappy changing will be treated as a positive care and learning experience. Staff will use these opportunities to build secure relationships, communicate with children and support their developing independence.

Our procedures are informed by the Early Years Foundation Stage (EYFS) statutory framework, current Ofsted early years inspection requirements and current UK Health Security Agency infection prevention and control guidance.

This policy should be read alongside the nursery's:

- Safeguarding and Child Protection Policy;
- Intimate Care Policy;
- Health and Safety Policy;
- Infection Control Policy;
- Medication Policy;
- SEND and Inclusion Policy;
- Equality, Diversity and Inclusion Policy;
- Key Person Policy;
- Parents as Partners Policy;
- Settling-In Policy; and
- Whistleblowing Policy.

Individual Needs and Routines

Every child will be treated as an individual.

The nursery will work closely with parents and carers to understand each child's:

- normal nappy-changing routine;
- individual care needs;
- communication style;
- preferences;
- sensitivities;
- skin-care requirements;
- allergies;
- toileting development;
- medical needs;
- cultural or family preferences; and
- any additional support required.

Parents will be encouraged to provide information about changes in their child's normal routine, including changes in bowel movements, urine, skin condition or toileting behaviour.

Where a child has additional needs or a medical condition affecting continence or intimate care, the nursery will work with parents and relevant professionals to develop appropriate individual arrangements and risk assessments where required.

Regular Nappy Checks

Children wearing nappies will be checked regularly throughout the day and changed at least every two hours.

Checks will also take place:

- when a child appears uncomfortable;
- when a child indicates that they may need changing;
- following a bowel movement;
- after sleep/rest where appropriate;
- before and after outings where appropriate;
- before going home;
- when staff have reason to believe the nappy may be wet or soiled; and
- at any other time the child's individual needs indicate.

Children will never be left in a wet or soiled nappy simply because two hours have not passed.

Equally, a child may require more frequent changes than every two hours and staff will respond to their individual needs.

Famly Recording Requirements

Every nappy check and nappy change must be recorded on Famly immediately following the care routine.

Staff must not rely on memory or complete several records retrospectively at the end of the session.

The Famly record should accurately reflect the care provided and, in accordance with the nursery's Famly system, should record:

- the time of the nappy check/change;
- whether the nappy was wet, soiled or clean, where this information is recorded within the nursery's system;
- any relevant care provided;
- any cream or prescribed treatment applied, where applicable;
- any significant observation or concern; and
- any information that needs to be communicated to parents.

Where a child requires a change sooner than the routine two-hour check, this must also be recorded immediately.

If it has not been recorded, staff must inform the room leader/manager and ensure the record is completed as soon as possible.

Management will monitor Famly records routinely to ensure that nappy checks and changes are being completed and recorded consistently.

Family records are an important part of the nursery's care record, but electronic recording does not replace active supervision, professional judgement or communication with parents.

Respect, Dignity and Child Participation

Nappy changing is an intimate care procedure and must always be carried out respectfully.

Before beginning a nappy change, staff will:

- approach the child calmly;
- explain what is going to happen in language appropriate to the child's age and understanding;
- give the child reasonable choices where possible;
- seek the child's cooperation and participation;
- observe the child's verbal and non-verbal communication;
- respect signs of distress or discomfort;
- reassure the child; and
- maintain the child's dignity throughout.

For example, staff may say:

"It's time to check your nappy. Shall we go and get changed?"

Children should be encouraged to participate in their own care wherever developmentally appropriate, including:

- fetching their nappy;
- choosing between appropriate options;
- helping with clothing;
- wiping themselves when appropriate;
- disposing of items safely;
- washing and drying their hands; and
- developing independence with toileting.

A young child or baby may not be able to provide verbal consent. Staff must therefore use age-appropriate communication, respond to the child's cues and provide necessary care while maintaining respect, reassurance and dignity.

If a child becomes distressed, staff will consider why and respond appropriately. Necessary care must not be withheld where this would place the child's health or welfare at risk.

Any repeated or unusual distress during intimate care will be discussed with the manager and, where appropriate, parents, and considered in accordance with safeguarding procedures.

Key Person and Familiar Staff

Wherever reasonably practicable, the child's key person or another familiar member of staff will undertake nappy changing.

However, children may require care from other appropriately trained staff due to:

- staff deployment;
- absence;
- breaks;

- changing routines;
- safeguarding requirements; or
- the child's immediate needs.

All staff undertaking intimate care must be appropriately suitable, trained and familiar with this policy.

The nursery will never prevent a child from receiving necessary intimate care because their key person is unavailable.

Safeguarding and Intimate Care

The nursery recognises that intimate care creates increased opportunities for one-to-one interaction and therefore must be managed carefully.

The nursery will ensure that:

- staff undertaking nappy changing have appropriate suitability and safeguarding checks;
- staff receive appropriate induction and training;
- intimate care is undertaken in designated areas;
- children are supervised appropriately at all times;
- staff follow safeguarding procedures;
- concerns about a child's welfare are reported immediately;
- staff understand professional boundaries;
- children are treated respectfully;
- unnecessary physical contact is avoided;
- staff do not engage in inappropriate conversation or behaviour;
- staff do not use intimate care as an opportunity for inappropriate interaction; and
- all staff understand the nursery's whistleblowing arrangements.

The nursery will balance children's right to privacy and dignity with safeguarding requirements.

The changing area should therefore provide appropriate privacy without creating an environment where staff and children are completely hidden from appropriate safeguarding oversight.

Cameras, Phones and Recording Devices

Mobile phones, cameras, tablets and other image or recording devices must not be used to photograph, video or record children during nappy changing or intimate care.

Personal devices must not be taken into or used within designated intimate care areas. Any nursery-owned electronic device used for legitimate nursery purposes must be managed in accordance with the nursery's safeguarding, data protection and device policies.

Nappy Changing Facilities

The nursery will provide suitable designated facilities for nappy changing.

The changing area will:

- be separate from food preparation and food consumption areas;

- have suitable handwashing facilities available;
- be appropriately cleaned and maintained;
- provide suitable storage for clean nappies and care equipment;
- allow staff to maintain appropriate safeguarding oversight;
- enable children to receive care safely and respectfully; and
- be kept clean, hygienic and free from unnecessary hazards.

Current UKHSA guidance recommends a designated changing area, appropriate handwashing facilities and cleaning of changing mats after each use.

Infection Prevention and Control

Staff will follow current UKHSA infection prevention and control guidance.

Staff undertaking nappy changes will:

- wash their hands before and after every nappy change;
- use disposable gloves and aprons where appropriate and in accordance with the risk assessment;
- use a fresh pair of gloves and a new disposable apron for each child;
- dispose of used PPE appropriately;
- clean the changing mat after every use (including underneath the mat);
- ensure cleaning products are stored safely and out of children's reach;
- dispose of nappies safely (nappies must be put into a nappy bag first before going into the bin);
- prevent contamination of clean equipment;
- ensure children have access to appropriate handwashing facilities; and
- follow the nursery's infection control procedures.

The current UKHSA guidance states that staff should wash and dry their hands after every nappy change and before handling another child or leaving the changing area. It also recommends that changing mats are cleaned after each use and checked regularly for damage.

Changing mats will be checked regularly for damage. Any mat with cracks, tears or damaged covering will be reported to the Nursery Manager, removed from use and replaced.

Disposal of Nappies

Soiled nappies will be:

1. Wrapped securely in an appropriate bag.
2. Placed immediately into the designated nappy waste bin.
3. Disposed of in accordance with the nursery's waste procedures.
4. Removed from the children's environment regularly and at the end of the day.

The nursery will follow current waste-management and infection-control guidance.

Nappy Creams and Skin Care

Where a child requires a nappy cream or lotion:

- the product must be provided or authorised by the parent/carer in accordance with the nursery's medication/cream procedures;
- the product must be clearly labelled with the child's name;
- creams must not be shared between children;
- staff must follow the manufacturer's instructions;
- staff must check expiry dates;
- after wiping/cleaning the child a fresh pair of gloves must be used;
- any prescribed medication or treatment must follow the nursery's Medication Policy; and
- the application must be recorded where required.

Any persistent rash, broken skin, bleeding, unusual marks or other concern will be reported to the manager and communicated to parents as appropriate.

Where there is a safeguarding concern relating to marks, injuries or changes to a child's physical condition, staff will follow the Safeguarding and Child Protection Policy.

Reusable Nappies

Where a child wears reusable nappies, the nursery will work with parents to ensure staff understand the individual system being used.

Parents will provide appropriate reusable nappies and storage equipment.

Staff will:

- receive appropriate instructions from parents;
- follow the agreed changing procedure;
- dispose of solid waste appropriately;
- place used nappies into the designated sealed/waterproof bag or container;
- keep used nappies away from children;
- follow appropriate infection-control procedures; and
- return used nappies to parents at the end of the day.

Used reusable nappies and contaminated clothing must not be rinsed by hand.

Current UKHSA guidance advises that faecal soiling should be disposed of into the toilet and contaminated clothing/laundry managed through an appropriate washing process.

Clothing and Accidents

If a child's clothing becomes wet or soiled:

- staff will support the child to change as soon as reasonably practicable;
- the child's dignity will be maintained;
- staff will encourage the child to participate in changing where developmentally appropriate;
- soiled clothing will be placed in a named/sealed bag for collection;
- staff will follow infection-control procedures; and
- parents will be informed where appropriate.

Staff will not shame or embarrass children because of wetting, soiling or toileting accidents.

Toilet Training

When developmentally appropriate, staff will work closely with parents to support toilet training.

The approach will be:

- individual to each child;
- consistent between home and nursery where possible;
- positive and encouraging;
- free from pressure or shame;
- responsive to the child's readiness;
- based on the child's developing independence; and
- regularly reviewed.

Staff will never punish, shame or embarrass a child for toileting accidents.

Children will be supported to recognise and communicate their own toileting needs.

Communication and Learning

Nappy changing provides an important opportunity for positive interaction and learning.

Staff may use this time to:

- talk with the child;
- sing songs;
- use rhymes;
- name body parts appropriately;
- develop vocabulary;
- encourage communication;
- support independence;
- talk about what is happening;
- provide reassurance; and
- build a secure relationship.

Staff will ensure that interaction remains appropriate to the child's age and stage of development.

Privacy and Dignity

Children have a right to dignity and appropriate privacy during intimate care.

Staff will:

- keep children appropriately covered where possible;
- expose only the area of the body necessary for changing;
- use respectful language;
- avoid unnecessary conversation about the child's body;
- provide privacy appropriate to the child's age and needs; and
- maintain appropriate safeguarding oversight.

Children will never be left unattended on a changing table.

Staff must have all required equipment prepared before beginning a nappy change so that the child does not need to be left unattended to obtain supplies.

Staff Training and Competence

All staff who undertake nappy changing will receive appropriate induction and guidance.

Training and induction will cover:

- this policy;
- safeguarding;
- intimate care;
- professional boundaries;
- infection prevention and control;
- hand hygiene;
- use of PPE;
- changing procedures;
- children's dignity and privacy;
- recognising signs of abuse or neglect;
- reporting concerns;
- recording care on Famly; and
- individual children's care requirements.

Students and volunteers will only undertake intimate care where this is appropriate to their role, they are suitably competent, and they are appropriately supervised in accordance with nursery procedures.

Staff Health and Risk Assessment

The nursery will consider staff health and individual circumstances when allocating intimate care duties.

Where a staff member has a medical condition, pregnancy, disability or other circumstance that may affect their ability to safely undertake nappy changing, an appropriate individual risk assessment will be completed.

The nursery will ensure that reasonable adjustments are considered where appropriate.

Risk assessments will also consider:

- manual handling;
- infection risks;
- slips and falls;
- use of changing equipment;
- cleaning chemicals;
- children's additional needs;
- safeguarding;
- privacy;
- staff deployment; and
- emergency situations.

Risk assessments will be reviewed regularly and following any incident, concern, significant change or identified near miss.

Communication With Parents and Carers

The nursery will maintain open and respectful communication with parents.

Parents will be informed about:

- their child's nappy routine;
- significant changes;
- repeated diarrhoea or unusual bowel movements;
- persistent nappy rash;
- concerns about skin condition;
- changes in toileting behaviour;
- accidents;
- any significant concern arising during intimate care; and
- progress with toilet training where appropriate.

Parents will be encouraged to tell staff about changes at home that may affect their child's care.

Safeguarding Concerns During Intimate Care

If a child:

- makes an allegation;
- discloses information;
- becomes unusually distressed;
- shows unexplained fear or anxiety about being changed;
- reports inappropriate touching;
- has unexplained injuries or marks; or
- displays behaviour that causes staff to have safeguarding concerns,

the member of staff must follow the nursery's Safeguarding and Child Protection Policy immediately.

Staff must not investigate the concern themselves or ask leading questions.

Any concern must be reported to the Designated Safeguarding Lead in accordance with nursery procedures.

Whistleblowing

All staff have a responsibility to raise concerns about unsafe, inappropriate or poor intimate care practices.

Staff should follow the nursery's Whistleblowing Policy where they have concerns about:

- another member of staff;
- management;
- repeated failure to follow nappy-changing procedures;
- failure to record care appropriately;
- inappropriate treatment of children;
- safeguarding concerns; or
- any practice that could place children at risk.

Staff will not suffer detriment for raising genuine safeguarding or welfare concerns in accordance with the nursery's procedures.

Monitoring and Quality Assurance

Management will regularly monitor nappy-changing arrangements to ensure the policy is implemented effectively.

Monitoring may include:

- observations of practice;
- checking Family records;
- reviewing nappy-changing routines;
- checking cleaning procedures;
- checking equipment;
- reviewing risk assessments;
- staff supervision;
- parent feedback;
- reviewing incidents and complaints; and
- identifying training needs.

Management will check that nappy changes are being recorded promptly on Family and that records accurately reflect the care provided.

Where gaps are identified, management will take appropriate action, including additional supervision, training or review of procedures.

Ofsted and EYFS

The nursery recognises that children's welfare, health, safety and safeguarding are fundamental to high-quality early years provision.

Our nappy-changing arrangements will therefore demonstrate that:

- children's individual care needs are understood;
- children are treated with dignity and respect;
- staff provide appropriate supervision;
- safeguarding is embedded in everyday practice;
- infection-control procedures are followed;
- staff understand their responsibilities;
- parents are appropriately involved;
- care routines support children's wellbeing and independence; and
- leaders monitor the quality and consistency of practice.

Ofsted's current early years inspection framework places children's welfare and wellbeing and safeguarding at the centre of inspection. The updated toolkit also emphasises the importance of settings effectively implementing statutory welfare and safeguarding requirements.

The nursery recognises that inspectors will primarily consider what happens in practice, rather than simply the existence of a policy. Staff should therefore be able to explain and

demonstrate how they keep children safe, comfortable, respected and appropriately cared for during intimate care routines.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>11/08/2026</i>	F.Joyce	<i>December 2026</i>