



## **Contenance and Nappy Changing Policy**

### **Rationale**

Summerside School will allow admission of children whether or not they are toilet trained. Some children may wear nappies which will need changing. Occasionally young children may wet or soil themselves whilst at school and these children will be changed so that they can be more comfortable. This policy sets out the nappy changing procedure and outlines the responsibilities of families<sup>1</sup> and staff. It has been written to provide guidance and reassurance to staff who are required to change a child's nappy or continence pads, and to assure families that staff are fully trained and follow the correct procedure.

<sup>1</sup> 'Families' includes Parents and Carers in this policy document

### **Scope**

This policy primarily applies to Early Years staff and to staff supporting children with special needs. This policy has been written for families of children who are not yet toilet trained.

### **Child Protection**

All staff have been DBS checked, and receive termly Child Protection and Safeguarding training, so the process of changing children should not raise child protection concerns.

Parent or carer helpers, volunteers, and students on placement will **not** change children.

Staff will be mindful of preserving the dignity and feelings of the child when changing. Children will be changed in private changing areas to protect their privacy.

### **Protection for Staff**

Families will sign a consent form granting permission for their child's nappy to be changed.

A copy of this consent form will be kept in the child's file in the School Office. Staff are trained in good working practices which comply with health and safety regulations. Staff will inform the class teacher when they are going to change a child.

Changing a child can be done on a 1:1 basis or on a 2:1 basis if the member of staff feels more comfortable.

This policy, which includes the nappy changing procedure, is clearly displayed near the changing areas for guidance.

## **Roles and Responsibilities of Families and Staff**

Staff will:

- Support children in developing independence
- Ensure families sign the consent form
- Keep a record of each nappy change. The class teacher is responsible for overseeing all record keeping.
- Share records of each nappy change of the child with the family.

Families will:

Provide the school with spare nappies, wipes and a spare set of clothing  
Ensure the child is changed at the latest possible time before arriving at school

Inform staff if the child has any marks or rashes

Sign the consent form and records of when the child is changed

Receive feedback on changing, and work with staff on toilet training if appropriate

## **3 Nappy Changing Procedure**

At Summerside School we will follow the nappy changing procedure below:

- Families will provide wipes, nappies and spare clothes which will be kept in a named container. Families will ensure that there is adequate supply of these
- The changing area is clean, safe and hygienic and will be cleaned after each use with disinfectant. A changing mat and disposable gloves are provided by Summerside School
- Disposable gloves must always be worn by the staff member changing the child. The gloves are not to be worn during contact with taps, cupboards or other surfaces
- Staff will wash their hands with hot water and soap prior to and after changing children, and will encourage/supervise children to wash their own hands, where possible.
- Children will be encouraged to stand whilst being changed, if possible
- Summerside has a wet room where children will be showered if they are especially soiled. A sponge or flannel will be used and children will be encouraged/guided to wash themselves where possible.
- Nappies and wipes will be disposed of by tying them in a plastic bag and putting them in the outside bin
- Wet/soiled clothes will be sent home in a tied plastic bag.

I consent to my child \_\_\_\_\_ being changed in accordance with continence and nappy changing policy outlined above.

Signed:

Name:

Date: