



Nappy Changing Policy

Author	Alexia Thornton/Carly Clark
Date	15/01/2026
Review date	15/01/2027

Golden Owls Day Nursery



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 & Toileting Policy.

The Equality Act 2010

In line with the above named Act, Golden Owls Day Nursery will ensure:

- No child who has not achieved continence regardless of age will be refused admission
- No child will be sent home or have to wait for their parents due to incontinence
- Adjustments will be made for any child who has delayed incontinence

Aims

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change a child's nappy
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination and ensure inclusion for all

Basic Principles

At Golden Owls Day Nursery we will bear in mind the following principles when nappy changing:

- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- A child's understanding of toileting procedures is designed to lead to independence

Wherever possible, a child's key worker will carry out a child's intimate care. Where key workers are not available, we will try wherever possible to ensure it is still a more familiar member of staff.

Vulnerability to Abuse

We will ensure that all staff at Golden Owls Day Nursery are familiar with our Safeguarding children policy and procedures to protect children from any form of abuse.

They will also be made aware that they are vulnerable to accusations of abuse whilst attending to nappy changing procedures and therefore should act in accordance with agreed procedures.

Working with Parents/carers



Nappy Changing Policy

At Golden Owls Day Nursery we will work with parents when attending to nappy changing routines.

- If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at Golden Owls whether or not their child has any special words/actions/particular needs during their nappy changing procedure
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Achieving Continence

At Golden Owls Day Nursery we will encourage all our children to achieve continence when they exhibit signs that they are ready in line with our Intimate Care & Toileting Procedure.

Protection for Staff

As far as possible, nappy changing procedures will be carried out by the child's key person, protection being afforded to the single member of staff in the following ways:

- Staff will be trained in good working practices which comply with health and safety regulations as set out in our Health and Safety Policy
- Staff will implement the strategies outlined in achieving continence above
- Staff will inform other staff members discreetly that they are taking the child to carry out a care procedure
- If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to the manager/s and recorded
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the manager/s immediately
- Risk Assessments will be carried out for Toileting and Nappy Changing procedures
- Staff will be trained in the area of intimate/personal care for children with specific needs and procedure for safe moving and handling

Nappy Changing Procedure

Golden Owls Day Nursery we will follow the nappy changing procedure below:

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, and cream if necessary (each child should have their own named cream and written permission obtained from the parent). It is a good idea to have a named bag for each child containing these items and spare clothes in case of accidents.



Nappy Changing Policy

- Wash and dry your hands.
- Put on relevant PPE. **You should use new PPE for each nappy change.**
- Place the child on a nappy changing mat or, if using steps, support the child if necessary to climb up the steps.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in the nappy bin.
- Put on a clean nappy and apply cream if necessary (see above).
- Take off the PPE and place them in a pedal operated bin.
- Dress the child.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to the nappy changing area and using anti-bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.

Items needed

- Pedal operated or hands free bin specifically for nappy disposal
- Nappy changing mat and/or nappy changing unit.
- Steps
- Box/bag for each child's nappies, wipes and so on
- Spare clothes
- Disposable aprons
- Disposable gloves
- Nappy sacks
- Anti -bacterial spray
- Paper towels
- Liquid soap
- Bin for paper towels

Golden Owls Day Nursery



Nappy Changing Policy

The following information has been taken from the Health Protection Agency Guidance on Infection Control in Schools and Early Years Settings (April 2010).

Personal Protective Equipment (PPE).

Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/ body fluids (for example, nappy or pad changing).

Laundry

Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/ pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

Golden Owls Day Nursery



Nappy Changing Policy

Staff/Volunteer Signatures

Please sign the table below to agree that you have read and understood this policy.
If you have any further questions regarding information in this policy, please speak to your line manager or the policy author.

Name	Role	Date	Signature