Chase Terrace Primary School

Nappy Changing Policy
2026- 2027

Together we Learn
Together we Aspire
Together we Succeed

Nappy Policy

Person Responsible:	**EYFS Leader/ Headteacher**
Approval Body:	**Chair of Governors (using Chair's Power to Act)**
Date of approval:	**Autumn 2026**
Review date:	**Summer 2027**

Policy Statement

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or pull-ups. We work with parents towards toilet training.

We make appropriate adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. As our nursery is age 3+ setting, we recognise that not many of our children are in nappies and make reasonable adjustment for the care of those who are.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

The procedures are written in line with current EARLY YEARS FOUNDATION STAGE guidance and Staffordshire's County Council's Health & Safety, which cover hygiene and infection control. The headteacher is responsible for ensuring all staff understand and follow these procedures.

Procedures

- Children should wear 'pull-ups' or other types of trainer pants as soon as they are comfortable with this and their parents agree.
- The toilets should be warm and have a designated safe area for the children to lie down if they need their bottom cleaned.
- Each child should have a spare change of clothes to be kept in nursery, this should be replaced if a child has an accident.
- Gloves and disposable aprons are put on before changing starts. The changing mat is cleaned thoroughly after use with antiseptic spray.
- Gloves and aprons are all disposed of in a nappy sack in the designated nappy bin, new gloves and aprons are used for each child changed.
- All staff are familiar with hygiene procedures and follow these when changing nappies.
- Children should be encouraged to wash their hands after their nappy has been changed.
- Staff are to be gentle when changing children.
- Staff support children up the steps to the changing mat.
- Staff never leave a child on the changing mat un-supervised.
- Nappies and pull-ups are disposed of hygienically. Nappies are placed in nappy bags and disposed of in the nappy bin. This bag is emptied each week.
- Pants that have been wet or soiled will be bagged for parents to take home on the same day.
- After changing the child, staff will spray sanitiser onto the changing mat, remove their apron and gloves (disposing of them into a nappy bag and then into the nappy disposal unit) and thoroughly wash their hands with anti-bacterial wash.
- When changing a reception child in the reception toilets two adults will be present and the above procedures will be followed.

- If a reception child who is not in a nappy or pull up has soiled, reception staff might decide to take the child over to nursery to use their nappy changing facilities.
- Staff will contact parents if they feel the child needs to be bathed at home after soiling as this would be in the best interest of the child.
- Children in Reception who wear pull-ups will be prompted to check independently if their pull-up is dry. Where a child is capable of managing this self-check, one member of staff will remain present in the reception toilet area to provide supervision.
- Reception children attending school in nappies or pull ups will be taken over to nursery by one member of staff to use their nappy changing facilities if required. Members of staff in nursery will be in the nursery setting while your child is changed. If nursery staff are not present, another member of staff will be in the same setting while the child is changed.
- If a child of reception age is suspected to have had a toileting accident due to signs of smell or showing signs of discomfort, the child in question will be asked discreetly, "Have you had a toileting accident?" If the child replies 'no' and telling signs are still present, staff would encourage the child to go and independently check themselves in the toilet.
- If a child is toilet trained on entry to the setting and has a one-off toileting accident, staff will not seek consent and change the child following the above procedures as this is within the best interest of the child.
- If a child on entry is toilet trained and develops on-going toileting problems in the setting, staff will seek parental consent as changing a child may become more regular.
- Staff will log when they have changed a child, one copy will be sent home with the child and 1 kept as a record in nursery.
- If a child in a nappy is changed regularly in the setting, slips will not be sent home with the child, but a record of changing will be kept in school.
- Consent from parents will only be requested for children attending nursery or reception in nappies/ pull ups.

Partnership with parents

At the nursery stay and play visit we will discuss toileting with parents in terms of:

- The nature of the difficulties and possible causes.
- How parents manage the situation at home.
- Preferred method of toilet training.
- How we are going to develop a consistent approach to toilet training at home and in the nursery.

Child Protection and Intimate Handling

- All staff have passed strict Safeguarding requirements for working with children- see Safeguarding policy
- Parents must understand that changing a nappy involves intimate handling.
- One member of staff would change the child.
- No students or volunteers would change a child.
- Changing will often be done in the nursery toilet where an adult would be in an adjacent room whenever this is practical.
- If the above is not possible due to a child in reception having had an accident- there will be two staff present when changing a child
- All staff are encouraged to be extra vigilant for any signs or symptoms of in proper practice.
- All staff should be made aware of procedures to follow if a complaint is made against a member of staff.

Parental Consent Form

CHILD'S NAME: _____

I hereby give consent for a member of staff, at Chase Terrace Primary School, to change my child's nappy/trainer pants during session times.

If my child is in Nursery, I understand that he/she will be changed using the changing facilities located in the nursery setting.

I give consent for my reception child to go over to nursery to use the nappy changing facilities with a member of staff.

If my child is in reception, I understand they may use the reception toilets to change my child. I understand that two members of staff will be present when changing my child.

I will provide nappies, wipes, nappy sacks and spare clothes in a labelled bag. The nursery will provide a changing mat, disposable gloves and aprons and hand-washing facilities in the designated nappy changing area.

The staff will ensure that my child is treated with respect and dignity when being changed.

PARENT/CARER AGREE TO

- All statements made in the Nappy Changing Policy
- My child being changed at the latest possible time before being brought to the nursery session.
- Arrangements being reviewed regularly.

SCHOOL AGREES TO

- Change the child during a session should the child soil themselves or become wet.
- Inform parent/carer, should the child be distressed or see any marks or a rash on their skin.
- Wear protective gloves and apron and clean the changing facilities.

PARENT/CARER_____

DATE_____

RECORD OF PERSONAL CARE INTERVENTION