

Nappy Changing Policy

Kingfisher Kindergarten Ltd is committed to ensuring that every child is supported with their personal care needs in a way that protects their **health, safety, dignity, privacy and emotional wellbeing**. No child will be excluded from attending or participating in the setting because they are not yet toilet trained, continue to wear nappies, pull-ups or other continence products, or require additional support with toileting.

We recognise that children develop toileting and self-care skills at different rates. Toilet training will therefore be approached in a **positive, respectful, non-judgemental and child-centred way**, taking account of each child's age, stage of development, individual needs, communication, SEND, medical conditions, cultural considerations and family circumstances. We work in partnership with parents and carers to provide a consistent approach between home and the setting wherever possible. We will not pressure, shame or punish a child for wetting or soiling.

Where a child has a medical condition, developmental delay, disability, SEND or other identified need affecting continence or toileting, we will work with parents/carers and, where appropriate, relevant professionals to agree an appropriate support plan and make reasonable adjustments.

This policy aims to:

- * ensure that children who require nappies or other continence products are cared for safely and hygienically;
- * protect children's dignity, privacy and emotional wellbeing during personal care;
- * provide appropriate facilities for nappy changing and toileting;
- * promote children's independence and self-care skills;
- * support children to develop toileting skills when they are developmentally ready;
- * work positively and consistently with parents/carers;
- * ensure appropriate support and reasonable adjustments for children with SEND, medical or developmental needs;
- * minimise the risk of infection through appropriate hygiene procedures;
- * ensure that staff understand their responsibilities when undertaking personal care;
- * ensure that personal care is carried out in accordance with safeguarding requirements.

Nappy changing and personal care

We provide suitable nappy-changing facilities for children who require them. Children are changed at appropriate regular intervals, when their nappy or continence product is wet or soiled, before sleeping where appropriate, before and/or after outdoor activities where necessary, whenever the individual child requires a change. Changing routines are personalised to the needs of individual children rather than relying solely on a fixed timetable. Parents/carers will provide an adequate supply of nappies, pull-ups or other agreed continence products, together with any products required for the child's individual needs. Where a child requires a specific continence product or prescribed barrier cream/medication, this will be managed in accordance with the setting's relevant medication and health procedures.

During nappy changing

Staff will:

- * prepare all required equipment before beginning the change;
- * wash their hands before and after changing;
- * use appropriate disposable gloves and aprons where required by our hygiene procedures;
- * maintain the child's dignity and speak to them calmly and respectfully;
- * explain what they are doing in an age-appropriate way;
- * encourage the child to participate in their own care where developmentally appropriate;
- * never shame, ridicule or make negative comments about a child's body, toileting or nappy contents;
- * never make inappropriate comments about a child's genitals or private areas;
- * remain with the child throughout the changing procedure;
- * never leave a child unattended on a changing mat or changing surface;
- * ensure that changing surfaces and equipment are cleaned and disinfected appropriately after use;
- * dispose of used nappies hygienically;
- * ensure that soiled clothing is dealt with hygienically and returned to parents/carers in accordance with the setting's procedures.

Staff will maintain appropriate professional boundaries during personal care and will follow the setting's safeguarding procedures at all times.

Children's dignity and privacy

We recognise that nappy changing and toileting are intimate aspects of a child's personal care.

Staff will:

- * treat children with respect and sensitivity;
- * provide privacy appropriate to the child's age and developmental needs;
- * avoid unnecessary exposure of the child's body;
- * use appropriate language when discussing body parts and personal care;
- * encourage children to develop an understanding that their body belongs to them;
- * respect a child's communication, including verbal and non-verbal communication;
- * be alert to any unusual behaviour, distress, injury or disclosure observed during personal care and follow safeguarding procedures where concerns arise.

Children will never be made to feel embarrassed or ashamed because they need help with personal care.

Toilet training

Toilet training is an individual developmental process. There is no expectation that all children will be toilet trained by a particular age. We will work with parents/carers to support toilet training when the child demonstrates signs of readiness. We are happy to provide helpful resources for parents/carers.

Signs that a child may be developing toileting readiness can include:

- * showing an awareness that they have wet or soiled;
- * remaining dry for increasing periods;
- * showing an interest in the toilet or bathroom;
- * communicating that they need to use the toilet;
- * being able to follow simple instructions;
- * being able to sit safely on a toilet or appropriate toilet seat;
- * beginning to manage clothing independently;
- * showing an interest in copying other children or adults;
- * demonstrating increasing independence with personal care.

These are indicators only. Each child's development will be considered individually. We will not force a child to sit on the toilet or insist that they use the toilet before they are ready. Toilet training will be approached positively and without pressure. Accidents will be treated calmly and matter-of-factly. Where appropriate, we may use an individual toilet-training chart or other visual support to encourage and celebrate progress. Such charts will be used positively and will never be used to shame or compare children.

Supporting independence

As children develop, staff will encourage them to take increasing responsibility for their personal care.

This may include supporting children to:

- * recognise when they need to use the toilet;
- * communicate their toileting needs;
- * find and use the toilet safely;
- * manage clothing;
- * wipe or clean themselves appropriately for their developmental stage;
- * flush the toilet;
- * wash and dry their hands thoroughly;
- * dispose of toilet tissue appropriately;
- * ask for help when needed.

Children will be given sufficient time and encouragement to develop these skills. Staff will provide assistance whenever a child requires it.

Toileting accidents

Toileting accidents are a normal part of development and will be dealt with sensitively.

If a child wets or soils themselves:

- * staff will respond calmly and reassure the child;
- * the child will be helped to clean and change themselves as far as they are able;
- * staff will provide appropriate assistance where required;
- * soiled or wet clothing will be placed in a suitable sealed bag and returned to the parent/carer;
- * appropriate hygiene and cleaning procedures will be followed;
- * the child will not be reprimanded, embarrassed or made to feel that they have done something wrong.

Repeated accidents may be discussed with parents/carers so that a consistent approach can be agreed. Where there is a sudden or unexplained change in a child's toileting pattern, staff will consider whether this may indicate illness, constipation, emotional distress, developmental change or another concern and will discuss this appropriately with parents/carers and follow safeguarding or health procedures where necessary.

Children with SEND, medical or additional needs

We recognise that some children may require nappies, continence products or additional toileting support for longer than their peers.

This may include children with:

- * physical disabilities;
- * developmental delays;
- * communication difficulties;
- * sensory processing differences;
- * autism;
- * medical conditions;
- * continence difficulties;
- * additional or complex needs.

The setting will work with parents/carers and, where appropriate, health professionals, the child's SENDCo or other relevant professionals to understand the child's needs. Reasonable adjustments will be made where necessary to ensure that children can access the setting safely and with dignity. Where a child has significant or ongoing medical or continence needs, an individual healthcare plan, intimate/personal care plan or other appropriate support plan may be developed.

Hygiene and infection prevention

Good hygiene is essential during nappy changing and toileting. Staff will follow the setting's infection-control and handwashing procedures.

Hands must be washed thoroughly:

- * before and after nappy changing or personal care;
- * after contact with urine or faeces;
- * after removing gloves;
- * after cleaning changing/toileting areas;
- * after assisting a child with toileting;
- * before handling food.

Children will be supported to wash their hands after using the toilet and after personal care. Liquid soap and suitable disposable hand-drying facilities will be available. Nappy-changing surfaces and equipment will be cleaned and disinfected after each use in accordance with the setting's cleaning procedures. Changing equipment and toileting areas will be kept clean, safe and well maintained.

Nappy and continence product disposal

Used disposable nappies and continence products will be disposed of hygienically in accordance with the setting's waste-disposal arrangements. Nappy sacks and other plastic bags present a potential suffocation risk.

Therefore:

- * nappy sacks and plastic bags will be kept securely out of children's reach;
- * children will never be given access to nappy sacks as toys or for play;
- * bags will not be placed over or around a child's body;
- * used nappies and clothing will be bagged by adults after the child has been changed;
- * staff will follow the setting's waste-disposal arrangements.

Reusable nappies, washable trainer pants and soiled clothing will be dealt with in accordance with the individual arrangements agreed with parents/carers and will be returned appropriately.

Clothing and spare supplies

Parents/carers will be asked to provide suitable spare clothing for their child. Where a child regularly requires nappies, pull-ups or continence products, parents/carers should ensure that an adequate supply is available.

The setting will communicate with parents/carers when supplies are running low. Children should wear clothing that allows them to develop independence with toileting, wherever practical.

Staffing and safeguarding

Only staff who have been appropriately inducted and understand the setting's personal-care and safeguarding procedures will undertake nappy changing and personal care.

Personal care will be carried out in accordance with:

- * the setting's safeguarding policy;
- * staff code of conduct;
- * intimate/personal care procedures;
- * health and safety procedures;
- * infection-control procedures;

- * confidentiality and data protection requirements.

Staff must report any safeguarding concern arising during personal care to the Designated Safeguarding Lead (DSL) in accordance with the setting's safeguarding procedures. If a child makes a disclosure, staff must respond in accordance with the safeguarding policy and must not investigate or ask leading questions.

Recording and communication

Routine nappy changes and toileting support will be managed in accordance with the setting's normal recording arrangements and the child's individual needs. When children are changed, it is recorded on a sheet kept in the toilet area and signed by the staff member who tended to the child.

Parents/carers will be informed of significant issues, including:

- * persistent diarrhoea or unusual bowel movements;
- * blood or other concerning observations;
- * unexplained changes in toileting;
- * repeated accidents where these represent a significant change;
- * concerns about the child's health or wellbeing;
- * any injury or safeguarding concern observed during personal care.

Information relating to a child's personal care will be treated confidentially and shared only with those who need the information to safeguard and support the child.

Professional conduct

Personal care is an important part of caring for young children and must always be undertaken professionally.

Staff must never:

- * shame or ridicule a child for wetting or soiling;
- * threaten or punish a child for toileting accidents;
- * force a child to sit on the toilet;
- * make inappropriate comments about a child's body or genitals;
- * discuss a child's toileting needs unnecessarily with other people;
- * leave a child unattended on a changing surface;
- * photograph or record a child during personal care;
- * use personal care as an opportunity for inappropriate physical contact.

Any allegation or concern regarding inappropriate conduct by a member of staff will be dealt with under the setting's safeguarding and allegations procedures.

Partnership with parents and carers

We recognise that children are more likely to develop toileting skills successfully when home and the setting work together. Staff will communicate with parents/carers about the child's current toileting routine, signs of readiness, successful strategies, accidents, changes in bowel or bladder habits, any concerns and appropriate clothing and supplies. Parents/carers are encouraged to share information about the child's routines, preferences, communication methods and any medical or developmental needs. We will aim for consistency while recognising that children may behave differently at home and in the setting.

Duty of care

The setting has a duty of care to ensure that children's basic personal-care needs are met. Children must not routinely be left in wet or soiled nappies or clothing when staff are aware that they require changing.

Failure to provide appropriate personal care could place a child at risk of harm or neglect and may constitute a safeguarding concern. Any concerns about a child's care or hygiene at home will be considered in accordance with the setting's safeguarding procedures. Staff will not make assumptions about parents/carers and will seek appropriate advice where concerns arise.

This policy was adopted by Kingfisher Kindergarten Ltd

Date to be reviewed

Annually

Signed on behalf of the provider

La-Ryne van der Westhuizen

Role of signatory

Owner