



Nappy Changing Policy

Version History

Version	Date	Changes
0	Aug 2019	Initial
2020/06	June 2020	Include changes for COVID-19
2023/08	Aug 2023	Rewrite to reflect changes following CI and EYS update Aug 2023
2023/11	November 2023	Include reference to nappy changing reporting via Family
2024/02	February 2024	Update in line revised CI guidance issued Feb 2024

Cambusbarron Village Nursery

Nappy Changing Policy

1. Statement of Purpose

We recognise that children reach developmental milestones at varying chronological ages. All children will therefore be welcomed at Cambusbarron Village Nursery (CVN) regardless of their progress towards being fully toilet trained. CVN regularly operates outdoors and in the local woodland. This policy focusses on procedures and processes for changing nappies in the indoor environment. Please see the Woodland Play Handbook for information on nappy changing and hygiene in the outdoor environment.

We recognise that settings caring for young children who use nappies, must have appropriate changing facilities. These facilities will provide children with a safe, clean environment, and appropriate equipment, while promoting privacy, dignity and for older children, independence.

This policy outlines procedures and considerations for nappy changing or when changing a child who is not fully toilet trained. We view toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of staff.

Hygienic nappy changing practice and effective decontamination of equipment and the environment is vital to reduce the risks of transmitting infection to children and staff. This guidance is also relevant when attending to a child who has soiled their clothing and requires a change.

We recognise that good infection prevention and control practices are essential for the health and wellbeing of children and staff.

Infection Prevention and Control in Childcare Settings was published by Health Protection Scotland and gives guidance on infection prevention and control for staff working within nurseries, daycare centres, playgroups, crèches, children's centres, childminders, after-school clubs, and holiday clubs. It is important that all members of staff and providers of childcare settings have a clear understanding of their role in preventing the spread of infection. They should be familiar with guidance, policies and procedures that are in place to prevent and control infection in childcare settings, with heed to Nappy Changing guidance within the Infection Prevention and Control in Childcare Settings resource.

Throughout this guidance the term "parents" is used to include all main caregivers.

2. Responsibilities

Staff should ensure children feel safe and secure throughout the process of nappy changing and that they are respected and valued as individuals. We understand that in every aspect of early learning and childcare, it is vital that staff build strong relationships with children. Children benefit from warm, responsive, and sensitive interactions and nappy changes are no different. Children have a right to privacy and dignity when their needs are being met and staff should ensure this is always maintained. The quality of the child's experience is paramount during this time. Nappy changing should be a nurturing experience and can play an important part in the process of building a positive relationship between the adult and child. Staff should make eye contact with the child, communicate with the child, and offer praise and encouragement throughout the experience. Staff should ensure that nappies are changed regularly throughout the day and promptly after soiling.

- Although a child's key person will have the main responsibility for ensuring routine nappy changing and recording CVN's staff team all have the responsibility to respond when a child is soiled to ensure prompt attention. This may mean that, on occasion, a child is changed by a member of staff who is not their key worker.
- Staff will record changing times and any observations such as nappy rash or loose movements etc on the Family system which ensures parents are kept updated of nappy changing times.
- All staff involved in these procedures will have a full disclosure check as part of the Protection of Vulnerable Groups (PVG) scheme.

3. Equipment and Procedures

3.1

'Space to Grow', Scottish Government, 2017 - Section 02: Environment stipulates that nappy changing areas should be designated for that use only.

Space requirements and facilities at Cambusbarron Community Centre compromise CVN's ability to provide compliant nappy changing facilities. This does not mean that children's experiences of nappy changing should be compromised.

Space to Grow stipulates that the changing areas should

- have appropriate facilities,
- be separate from the playroom,
- be away from food preparation areas, serving areas, laundry areas
- should not be used as a cupboard to store resources.
- be separate from, but conveniently close to, the playrooms so staff can easily change nappies in a timely manner.

CVN's nappy changing area in the Community Centre is located in the clinic. CVN recognises that this does not meet the requirements of Space to Grow. It does however allow children to be changed in a warm, well ventilated, designated changing area which allows privacy for the child, has access to appropriate temperature running water, and has surfaces which can be easily wiped down and disinfected. CVN also has access to a changing area in the disabled toilet although this is also available for general centre users. This should therefore only be used when necessary.

More generally, where possible :

- we will ensure that there is a minimum of one nappy changing facility for every 10 children using nappies. This is consistent with the minimum number of toilets required for older children.
- we will ensure there will be space for staff and children to manoeuvre safely, clear of any obstruction.
- we will ensure walls, the ceiling, doors, and flooring will be of a suitable material that can be easily cleaned.
- we will have suitable lighting. This will be natural or artificial but will be enough to allow safe practice and provide reassurance to children.
- we will have suitable heating. This will be an acceptable temperature for the comfort of the child in a form that eliminates the risk of burns or scalds.
- we will have suitable ventilation. This will either be a window that opens and complies with Scottish building standards and takes account of any health and safety warnings or an extractor fan that does not directly vent into another room. The fan should be on while the room is being used and should stay on for a period after the room has been vacated. The extractor fan must be fit for purpose, adequate for the size of the room and maintained according to the manufacturer's instructions.
- we will emphasise the importance of hand hygiene to individuals who are supporting children and young people with toileting.
- there will be a designated sink for hand washing only, with warm running water which will be located within the nappy changing area. The hand washing sink will be of a suitable size to allow hand washing. Children and staff will never share water for hand washing in communal basins. We understand it is good practice to support children including babies to wash their hands after nappy changing.
- we will have dispensers preferably wall-mounted with disposable cartridges for non-antibacterial liquid or mild liquid soap. We will place disposable paper towels next to basins in wall-mounted dispensers, together with a nearby foot-operated wastepaper bin. Hand sanitisers and wipes are not a substitute for handwashing.
- waste bins are provided. Soiled and wet nappies should be placed in the outside bin as soon as practicable. Soiled nappies should be wrapped in a plastic bag before disposal in the general waste outside. Waste is not currently collected separately as offensive waste – see safe management of waste. There will also be a general waste bin for used paper towels and other waste.

CVN has a dedicated nappy unit however space is limited. There is a unit in the accessible toilet however this is available for public use. The nappy changing unit:

- is a suitable size and strength appropriate to the age and weight of the child
- does conform to relevant safety standards
- includes a changing mat or surface that is waterproof, easy to clean and in a good state of repair so it can be cleaned and decontaminated thoroughly as required.

We will consider staff safety when staff are lifting children onto changing units and may consider if steps to the unit would be useful.

The safety of children must be paramount, and no child should be left unsupervised on a changing unit.

As all of CVN's children are older than 2 Care Inspectorate guidance (Feb 2024) states that nappy changing can take place within a children's toilet area. To minimise the risk of potential injury to staff lifting children a clean, intact, wipeable changing mat placed on the floor may be used.

It is best practice to take all nappy changing products directly to the nappy changing facility for each child on each occasion

Care Inspectorate guidance (Feb 2024) states that if children's personal belongings - nappies, wipes, and other items - need to be stored within the changing area, they should be stored in cupboards with doors, drawers, sealed plastic containers or bags that can be cleaned easily. In CVN nappies, etc are stored in children's personal bags in the clinic.

Staff involved in nappy changing should :

- Collect all required changing items before beginning
- Wear gloves and apron as required
- Remove wet/soiled nappy and clean the child from front to back using baby wipes¹ (unless otherwise specified by parent)
- Apply cream² if needed
- Put on a clean nappy or pull up, redress the child
- Put soiled nappy, used wipes, gloves and apron in nappy sack and dispose of as soon as possible in outside bin³.
- Any soiled clothing should be put in a nappy sack and placed in child's bag to be taken home for washing.
- Use sanitising spray and blue roll to wipe down changing area
- Wash⁴ and dry their own hands and support child to wash and dry their hands according to recommended hand washing procedures
- Update nappy changing record on the online portal including any notes for parents (eg soiled clothing in bag, more nappies needed)

3.3

Space to Grow indicated that where children are participating in potty training, an area of the children's toilets will be screened off to allow privacy and ease of emptying potties. Cambusbarron Community Centre does not have sufficient space to facilitate this and so children who are potty training will be encouraged to use a potty in the children's toilet. This will encourage children to become familiar with the toileting area to develop confidence and familiarity with the environment. Children should be given the opportunity to use the toilet independently or be given assistance as required. All children will be encouraged to adopt good personal hygiene habits.

4. Storage and Disposal

4.1

Each child's supply of clean nappies and any creams etc, will be stored in their own bags which are easily accessible to the changing area. These items will be kept solely for the individual child's use and the key person should inform the carer when supplies need to be topped up. Creams and lotions should not be shared with others.

4.2

Used disposable nappies will be securely sealed in a nappy sack and immediately put in the appropriate outdoor waste bin. Paper towels should be placed in the normal bins.

4.3

If a child's clothes have been soiled, or where reusable nappies are used, any solid waste should be flushed down the toilet. Soiled items will be placed in a named and sealed plastic bag or container, before storing in the designated area away from clean items for collection by the parent. Parents will be notified that clothing is soiled so that it can be laundered appropriately.

4.4

The member of staff should ensure that the changing mat/unit and any touched surfaces are left clean:

- wipe changing mats with soapy water or a mild detergent wipe after each use and at the end of each day.
- check mats weekly for tears and discard if the cover is damaged.

All cleaning products, including general purpose detergent or non-antibacterial surface cleaner used for cleaning of surfaces and nappy changing unit including mat will be kept out of reach of children and prepared according to the manufacturer's instructions.

¹ water based wipes or non-antibacterial soap from a hands-free dispenser, water and disposable cloths - parents may prefer to supply their own choice of wipes

² Nappy cream much be provided by the parent, be labelled and permission granted via online portal before it can be applied.

³ Staff should remember to wash hands again after disposing of nappy sacks in outdoor bin

⁴ Hand sanitisers or alcohol-based hand rubs are not a substitute for hand washing

Finally, staff should remove their protective gloves and apron disposing of them appropriately and wash and dry hands thoroughly once more.

Use of potties:

If a service uses children's potties, it is essential that facilities for cleaning and storage are available and located in the area where potties are used. Staff should not wash potties in a designated hand wash sink and must store potties out of reach of children when not in use.

If a separate sink for potties is not available, the sink used must be disinfected after use.

Staff should

- Wear disposable gloves to flush contents down the toilet
- Wash the potty in hot soapy water and dry
- Store potties upside down. Do not stack potties inside each other.
- Wash hands using soap and warm water and dry after removing disposable gloves.

See also:

Infection Control Policy

Child Protection Policy

Health and Safety Policy

Links to national policy:

[Health & Social Care Standards My support, My life](#)

[A quality framework for daycare of children, childminding, and school-aged childcare:](#)

Care Inspectorate, November 2022.

[Space to Grow:](#) Scottish Government, June 2017.

[Infection Prevention and Control in Childcare Settings \(Day Care and Childminding Settings\):](#) Health Protection Scotland, NHS National Services Scotland, May 2018.

[Hand hygiene guidance, information to support improvement:](#) Care Inspectorate, November 2014.

[Public Health Scotland](#)

Nappy changing for early learning and childcare settings (excluding childminders)

Safe Management of Waste

[SBAR: Hygiene Requirements in Outdoor Nurseries in Scotland:](#) Health Protection Scotland