



John Wilkinson Primary School and Nursery Out of School Hours Provision

Nappy Changing Policy

Updated Autumn Term 2025

STATEMENT OF INTENT

At John Wilkinson school, nursery and out of school provision, we wish to include all children in our setting and understand that children arrive at pre-school at different stages in their development and that some children may still be in nappies or trainer pants.

AIM

This policy clarifies the procedure for changing nappies whilst children are in John Wilkinson school, nursery and out of school provision.

In order to care for the children's physical needs we ask that parents/carers:

- Make sure that children arrive at John Wilkinson school, nursery and out of school provision wearing a clean nappy or trainer pants.
- Provide nappies, wipes and nappy bags so that if it is necessary to change a child, their individual needs can be met.
- If cream is required, this must be supplied in the original container, named, labelled and prescribed by a medical professional. Please see Medicines Policy.
- If cream is to be applied, written parental permission must be supplied by the parent or carer.
- Discuss any issues arising from this policy with the nursery, on admission, or as appropriate.

John Wilkinson school, nursery and out of school provision staff will ensure that:

- Children only have their nappies or pants changed by a person who has relevant DBS checks. Where possible this will be the Key Person.
- All children in nappies will be changed during a session.
- Children will be changed in a designated area that complies with Health, Hygiene and Safety requirements.
- Staff will change the child's nappy in a discreet way for the children, following the nappy changing procedure.
- Staff will discuss any concerns about the child with the parent/carers.
- Staff will support the child's physical development regarding 'toilet training'.
- If the parent/carers forgets to bring nappies or wipes, John Wilkinson school, nursery and out of school provision will provide these.
- It is not acceptable to the Nursery that children should persistently arrive in soiled or wet nappies or pants. If this situation does arise, a John Wilkinson school, nursery and out of school provision leader will have a discussion with the parents/carers to support the care and comfort of the child, and
- Will be happy to advise and support the parent/carers about the development of the child's toilet training. This will also be recorded.

Procedure

- Where possible the Key Person will be responsible for nappy changing of individual children, as this provides an opportunity for positive attachment.
- Staff will endeavour to change children's nappies/pants when they become soiled or otherwise at a suitable opportunity during the session.

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- If the nappy is clean, staff will encourage the child to sit on the toilet/potty and then replace nappy if this is the wish of the family.
- Staff will assess the best place for changing to ensure comfort and privacy for the child, whilst being aware of health and safety requirements. This will normally be in the toilet area on a changing table.
- Other members of staff will be informed that the procedure is taking place, so that where possible this can be witnessed, for staff protection.

The member of staff responsible for nappy changing will:

- Collect essentials for the task, including a nappy disposal bag.
- Disposable aprons and rubber gloves must be worn.
- Remove child's outer clothing and soiled nappy/pants.
- Clean the child's nappy area using wipes.
- Place soiled nappy and wipes in disposal bag, NOT DOWN THE TOILET!
- Cream will only be applied with prior written parental permission as stated in above policy.
- Place clean nappy/pants on child, and re-dress.
- Clean changing mat with anti-bacterial spray.
- Soiled nappy must be placed in the nappy bin, which should be emptied once a week as a minimum by an appropriate business.
- Check the area is clean and replace essentials.
- Remove rubber gloves/apron and put in bin.
- Record nappy change on form in intimate care folder.
- Inform parents where any issues have been noted (sore skin, loose nappies etc.)
- Will ask and ensure the child washes their hands. Adults to wash hands too.