



## Nappy Changing Procedure

### 1. Statement of Purpose

We recognise that children reach developmental milestones at varying chronological ages. All children will therefore be welcomed within our setting regardless of their progress towards being fully toilet trained.

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.

The following 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 will 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 requires a change of clothing.

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

[Health protection in children and young people settings, including education](#), has been published by Health Protection Scotland and gives guidance on infection prevention and control for staff [and volunteers working within all children and young people services](#). It is important that all members of staff, [volunteers, children](#), 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 [Health protection in children and young people settings, including education](#).

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

## **2. Responsibilities**

### **2.1**

Staff should ensure children feel safe and secure throughout the activity 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.

### **2.2**

The child's key person will be responsible for ensuring routine nappy changing, but all staff have a responsibility to respond when a child is soiled to ensure prompt attention. *(Please note that this may mean informing the key person or dealing with the child themselves. Settings should insert their own agreed guidance here.)* A record will be kept by the staff member of changing times and any observations such as nappy rash or loose movements etc. This information should be shared with the parent when the child is collected.

### **2.3**

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**

Children will 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. The changing area will have appropriate facilities and will be separate from the playroom, away from food preparation areas, serving areas, laundry areas and will not be used as a cupboard to store resources. Our Nappy changing facilities will be separate from, but conveniently close to, the playrooms so staff can easily change nappies in a timely manner.

Nappy changing areas should be designated for that use only. (As per '[Space to Grow and Thrive](#)', Care Inspectorate 2024 P56). Please note - you should insert here specifically where your changing area is located.)

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
- 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.

Hand hygiene is extremely important to emphasise 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 will be provided. There will be a separate waste bin for disposable of nappies. Wrap soiled nappies in a plastic bag before disposal in the general waste

unless 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.

Our nappy changing unit will:

- be of a suitable size and strength appropriate to the age and weight of the child
- conform to relevant safety standards
- have some form of separation if there are multiple units within the same area, either by a clear space or a cleanable partition between each nappy changing unit
- include 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.– further information within the [Care Inspectorate Requirements for Nappy Changing Facilities](#) should be considered when implementing this policy.

For older children a clean, intact, wipeable changing mat placed on the floor may be used.

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

Children aged under two years.

Children under two years are especially vulnerable to infection due to an immature and developing immune system and they are dependent on staff to meet their care needs. Children under two years must have a self-contained designated nappy changing room. This means a room with floor-to-ceiling walls and a full-sized door that closes securely.

### 3.2

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

Children's personal belongings - nappies, wipes, and other items - should be stored in cupboards with doors, drawers, sealed plastic containers or bags that can be cleaned easily.

Staff involved in nappy changing should wash and dry their hands thoroughly before starting changing procedures before handling another child or leaving the nappy changing room. They should wear disposable gloves and an apron which should be changed between attending to each child. **Hand sanitisers or alcohol-based hand rubs are not a substitute for hand washing.** Water based wipes or non-antibacterial soap from a hands-free dispenser, water and disposable cloths

should be used to clean the child, always wiping from front to back. Parents may prefer to supply their own choice of wipes. Babies and young children should be encouraged to wash their hands to help establish good hygiene habits. After changing, the child should be dressed and returned to the playroom.

### 3.3

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. Children should 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 a separate container clearly labelled with the child's name and 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 placed in a lidded pedal bin designated for the purpose. The bin will be lined with a waste bag and should be removed to the appropriate outdoor waste bin at regular intervals. (Please note, you should state here when and by whom this will be done throughout the day. If your setting generates sufficient waste, you may require arranging for a commercial nappy disposal bin and its regular collection.) A separate bin will be provided for the disposal of paper towels.

### 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. Send clothing home with the child or young person with advice for the parent or carer on how to launder the contaminated clothing.

#### 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.

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, this should be 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.**

- 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.

#### **Monitoring of this Policy**

It will be the responsibility of Sophie Startin/Kimberlee Taylor to ensure that new or temporary staff are familiar with these procedures and to monitor that all staff is implementing them. This will be achieved by regularly inspecting the changing area for cleanliness and supplies and ascertaining whether the appropriate records are being maintained and parents kept informed. To aid the consistent implementation of this policy, a flowchart of steps to be followed when nappy changing will be displayed within the changing area and within the playroom for parental information.

**See also:**

Infection Control Policy

Child Protection Policy

Health and Safety Policy

**Links to national policy:**

When reviewing your policy, please reflect on the 'Health & Social Care Standards My support, My life' -

<https://www.gov.scot/publications/health-social-care-standards-support-life/>

A quality framework for daycare of children, childminding, and school-aged childcare:

Care Inspectorate, November 2022.

<https://hub.careinspectorate.com/media/5044/quality-framework-for-children-and-young-people-in-need-of-care-and-protection-nov-2022.pdf>

Space to Grow and Thrive: Care Inspectorate

2024 <https://hub.careinspectorate.com/media/5784/space-to-grow-and-thrive.pdf>

Health protection in children and young people settings, including education: [Health protection in children and young people settings, including education - version 1 - Publications - Public Health Scotland](#)

Hand hygiene guidance, information to support improvement: Care Inspectorate, November 2014.

<https://hub.careinspectorate.com/media/1523/hand-hygiene-information-to-support-improvement.pdf>

Public Health Scotland <https://www.hps.scot.nhs.uk/>

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

<https://www.careinspectorate.com/images/documents/4404/nappy-changing-guidance-2024.pdf>

Safe Management of Waste