



**Riccall Community Primary School**  
Coppergate, Riccall, York YO19 6PF  
Tel: 01757 248234  
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### **Riccall Community Primary School nappy changing policy**

In the F1 classroom we aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.

We will enable a two-way exchange between parents and the F1 team, so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs. Parents will be engaged in the process of toilet training and supported to continue toilet training with their child at home.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

The parents of children who attend either a morning or afternoon session will be asked to change them into a clean nappy as close to starting the session as they can, they will then be checked during the session and be changed as necessary. Children who attend a full day session will be checked in the morning and afternoon as a minimum, and be changed as necessary. All children attending a full day will have a fresh nappy change at lunchtime.

#### **What a nappy change looks like in F1:**

- Children requiring a nappy change will be taken by 1 member of staff who **MUST** be DBS checked to the designated changing room along with their bag containing their own nappies, wipes and creams.
- The door to the changing room **MUST** remain open throughout the nappy change to ensure Safeguarding policies are followed.
- The member of staff changing the nappy **MUST** put on a fresh apron and pair of gloves before each nappy change.
- Children will be encouraged to walk up the steps of the changing table and lay down for their nappy change. Older children may be changed standing up, depending on need.
- During the nappy change, the adult **MUST** engage with the child, this might often be through singing a song together. It is important to take advantage of this 1-1 time, to help develop language and stronger relationships.
- If a child appears to have a rash or be sore, then we will use any cream provided specifically for that child, this cream must be clearly labelled with the child's name and prior consent to use these **MUST** have been obtained from the parent/guardian.
- The soiled nappy **MUST** be placed in a sealed bag and put in the designated nappy bin, along with the used apron and gloves, this bin will be emptied daily.
- Once the child is clean and ready, they will be encouraged to wash their hands and then be taken back to the main room.
- The adult who changed the nappy will return to the changing room and **MUST** remove the used couch roll, clean down the changing mat with anti-bacterial spray and then make a



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record of the change. This will include the date, time, name of child and whether it was a soiled or wet nappy along with any other notes such as use of creams provided.  
If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.

All staff will receive regular supervision to ensure nappy changing policy is being followed and identify any areas for development.

Any new members of staff will be given training to ensure they fully understand how to follow the nappy changing policy.

### **Toileting in F2 and the rest of the school**

When children move into the F2 class it is anticipated that the majority of children will be fully toilet trained and fairly independent. Children will be prompted to regularly use the toilet in F2 and reminded to flush and wash hands. Children will be verbally encouraged and supported to wipe themselves but parents are informed that the expectation is to clean themselves. If a child is needs additional support or has had a wetting or soiling accident two members of staff are required to be present while the child is cleaned and changed maintaining dignity at all times ensuring no other child uses the facilities during the process. Some spare clothes are available in school but parents are encouraged to send spares from home.

If a child has additional medical or toileting needs, or is still in nappies an individual toileting plan will be made in consultation with parents. A disabled changing room is available in school and two members of staff are required to attend a full nappy change.

Mr Nick Styles  
Headteacher