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**THE HILL**  
**PRIMARY ACADEMY**  
Astrea Academy Trust

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INSPIRING BEYOND MEASURE

# Nappy/underwear Changing Policy

Date	September 2023
Written by	Inclusion, behaviour & Safeguarding Lead
Review Date	September 2024

## **Changing of wet/soiled nappies and underwear.**

At The Hill Academy 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. Wherever possible, each child's key person will change nappies, wet or soiled underwear according to the child's individual needs and requirements.

We will enable a two-way exchange between parents and key persons so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs.

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. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key person system in the Nursery and Reception ensuring all parents understand how this works
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensuring all staff undertaking the changing of nappies, wet or soiled underwear have suitable enhanced DBS checks
- Training all staff in the appropriate methods for changing nappies, wet or soiled underwear
- Ensuring that no child is ever left unattended during the changing time
- Making sure staff only change nappies, wet or soiled underwear at floor level whilst pregnant. A risk assessment will be carried out.
- Students will only be changed with the support and close supervision of two qualified members of staff.
- Ensuring hygiene procedures are followed appropriately, e.g. gloves worn, hands washed after changing and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education as laid out in the parent and carers as partner's policy. This is essential for any intimate care routines which may require specialist training or support. If a child requires specific support the nursery or reception staff 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
- Ensuring all staff have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the child protection policy
- Operating a whistleblowing policy to help staff raise any concerns relating to their peers or managers; and helping staff develop confidence in raising

concerns as they arise in order to safeguard the children in the nursery or reception

- Conducting working practice observations of all aspects of nursery/reception operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines
- Conducting regular risk assessments of all aspects of nursery/reception operations including intimate care and reviewing the safeguards in place. The nursery/reception has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about nappy, wet/soiled underwear changing procedures or individual routines please see the Class Teacher at the earliest opportunity.

Records will be maintained using the format below:

- † TWO MEMBERS OF STAFF MUST BE IN ATTENDANCE WHILST ATTENDING TO THE CHILD
- \*\* EACH MEMBER OF STAFF MUST SIGN AND PRINT THEIR NAME
- \*\* GLOVES MUST BE WORN BY STAFF
- \*\* SOILED CLOTHING TO BE BAGGED AND GIVEN TO CHILD AT THE END OF THE DAY

DATE	CHILD'S NAME	STAFF ATTENDING		WET/SOILED W S	TIME
		SIGNATURE	PRINT		