*All Silver Stars Day Nursery policies will be subject to any future change according to Government legislation and guidelines to maintain the safety of all children, families, staff and visitors.*

## 3.05

# Nappy Changing

**Policy statement**

We believe that no child should be excluded from our setting because they are not yet toilet trained. We work in partnership with parents to support toilet training, unless there are medical or developmental reasons why this is not appropriate at the time. Toilet training is seen as a self-care skill that children learn with the full support and non-judgemental guidance of staff.

**Procedures**

**Nappy Changing and Hygiene**

- Children in nappies or 'pull-ups' are changed regularly throughout the day and at least every 2 hours.
- Every nappy change is recorded to ensure no child is missed.
- Changing areas are warm, safe, and comfortable, with no bright lights shining in children's eyes. Staff are encouraged to use this time to build communication skills by singing and talking to the child.
- Children are provided with nappies/pull-ups, cotton wool, and baby lotion, unless parents/carers prefer to provide their own.
- Staff wear gloves for every nappy change, and all surfaces are cleaned with antibacterial cleaner between children. Aprons are optional.
- Children are never left unattended on the changing mat, and staff maintain eye contact and supervision at all times.
- Staff follow strict hygiene procedures and ensure that nappy changing is a relaxed and supportive time promoting independence.
- Respect and dignity: Staff avoid inappropriate comments about children's genitals and are gentle during changes.
- Nappies and pull-ups are disposed of hygienically in a purpose-built bin using yellow bin bags, tied securely. Cloth nappies and soiled clothing are bagged for parents to take home.
- Neglect policy: Leaving a child in a wet or soiled nappy/pull-up constitutes neglect and will be treated as a disciplinary matter.

**Toilet Training and Independence**

- Children are encouraged to take an interest in using the toilet at their own pace.
- Parents are involved in decisions about introducing potties.
- Children are encouraged to wash hands thoroughly with soap and water; singing "Happy Birthday" twice ensures at least 20 seconds of handwashing.
- Staff support independence while ensuring children have supervision within earshot or sight.

**Privacy and Dignity**

- Toilet doors are closed for privacy, with half-doors or privacy screens to maintain staff supervision.
- Children are taken one at a time for nappy changes.
- Staff coordinate nappy and handwashing times to avoid overcrowding and maintain children's privacy.
- Potties are placed in toilet cubicles to allow privacy while still being observed safely by staff.

**Sleep**

- Nappies/pull-ups must be changed before sleep time.
- Only disposable nappies/pull-ups are used during sleep.
- If the sleep area begins to smell, nappies are checked and children are changed even if asleep.
- Older children are encouraged to use the toilet before sleep.

| | |
|---|---|
| This policy was adopted by | Silver Stars Day Nursery |
| Date | February 2026 |
| Review Date | February 2027 |
| Name of signatory | Jenifer Capper |
| Role of signatory | Proprietor |
| Signed:<br><br>Date: | <br><br>February 2026 |