Clybiau Llywodraethwyr a Chylch Chwarae
Gresffordd Gresford
Governors' Clubs and Playgroup

Nappy Changing Policy

Equality Act Impact Assessment	YES	NO	Ionawr 2025
Last Review Date	May 2026		
Date to be reviewed	May 2027		
Date Adopted by Management Committee	10.06.2026		
Responsible Individual - Mr Richard Hatwood			
Chair of Management Committee – Mrs Jan MacDonald			

Introduction
We accept children who are still being toilet trained and are happy to work with parents and carers to aid in the progress/continuity of toilet training. We request that, if appropriate, children attend in either knickers/underpants or pull-up nappies.

Controlling Infections
The following procedures are in place to limit the spread of infection:

- Toilet facilities meet the regulatory requirements and trainer seats for toilets and nappy changing facilities are available as needed.
- Parents are required to send in spare nappies/knickers/underpants as appropriate.
- Staff wear disposable aprons and gloves, which are then disposed of appropriately, when changing children and/or cleaning spills and body fluids.
- Soiled nappies are double bagged and disposed of safely. If we have had to change any child, then a log of this is maintained by setting staff.
- Changing mats are cleaned and dried immediately after use.
- Hands are washed after using the toilet and before handling food.
- Individual hand drying facilities are provided in the form of paper towels and these are disposed of appropriately.
- Anti-bacterial gel is readily available for staff and children.
- Any spillage of blood, vomit or excrement is wiped up and flushed down the toilet and the surface disinfected.
- Spare clothing is available in case of accidents. Plastic bags are available in which to wrap soiled garments as necessary.

Nappy Changing Procedure

In the case of changing a child's nappy, the following procedure is followed:

- Collect child's changing bag and take child to designated changing area
- Wash hands
- Put on apron, followed by gloves
- Place blue paper over nappy changing mat
- Position cleaning wipes, and opened nappy sack ready for use
- Support child to get onto changing surface
- Remove all child's lower clothing to allow access to nappy
- Clean child's bottom gently, but thoroughly from front to back
- Place used wipes into the centre of the nappy and fold
- Place the folded nappy into the open nappy sack
- Fold over or remove blue paper
- Remove gloves and apron and place inside nappy sack
- Tie sack and double bag if nappy is soiled
- Dispose of bag in hygiene bin
- Redress and assist child in getting up or down from nappy changing area
- If a child has soiled or wet clothes, place them into a plastic bag and tie top
- Put the apron and gloves in a separate nappy sack and dispose of on site
- Assist child in thoroughly washing hands using soap and warm running water for a minimum of ten seconds; follow the pictorial hand washing routine
- Wash own hands at the same time using the same principle outlined above
- Escort child to play area

Cleaning Procedures

- Once the child has been escorted to the play area, return to the nappy changing area
- Thoroughly sanitise the changing mat and area using antibacterial spray and clean tissue
- Thoroughly wash hands following the principles outlined above

- Ensure a good supply of wipes, gloves, aprons, nappy sacks; antibacterial spray are available for the next nappy change

Child Protection & Safeguarding
Should any concerns in relation to Child Protection or safeguarding occur, these must be reported to the designated safeguarding lead as outlined in the Child Protection and Safeguarding Policy.