

Nappy changing

At Shofar we endeavour to put the care and well-being of every child as paramount. No child is excluded from participating in the nursery who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. Work is carried out with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Procedure

- Children will be changed routinely 3 times a day. These times will be mid-morning, after their sleep and mid after-noon.
- If a children soils themselves in between changing times they will be changed immediately. This also applies if a staff member feels a child's nappy is particularly wet.
- If a child develops nappy rash, creams provided by the parent must be applied at every change.
- Staff will check children's nappy throughout the day to establish if they need additional changing.
- If a child develops particularly bad nappy rash they must be changed more regularly than the usual routine.
- All staff members must participate in the changing of nappies. Pregnant staff will be assessed to ensure their suitability and safety.
- Gloves and plastic aprons must be worn at all times during the changing process, making sure that after every child has been changed they throw away the gloves and put on new ones.
- The changing mat is to be covered with nappy roll which must be changed after every child has been changed.
- Nappies, wipes, gloves and aprons must be disposed of immediately in the nappy bins provided.
- The nappy bin must be emptied every day at the end of the last shift and if necessary during the course of the day.
- Once children are at the toilet training stage their key worker should discuss with their parents this process and work together to train the child.
- Children must never be forced to sit on the toilet if they do not want too.
- If a child has an accident whilst training such as soiling or wetting themselves they must be changed immediately and their clothes wrapped up in a plastic bag and labelled for the parents to take home.
- Staff members must never make inappropriate comments about children's genitals at any point.

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