

## Little Cubs Academy Safeguarding and Welfare Requirements 3.27

### Nappy Changing, Toileting & Personal Independence Policy

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At Little Cubs Academy, we recognise that strict procedures and guidelines are in place and MUST be adhered to when changing nappies and supervising toileting.

- Children who need personal care must have their privacy and dignity respected.
- Only Teachers who hold a current Little Cubs Academy CRB or a DBS clearance are allowed to change nappies, assist with toileting or personal care routines.
- Under no circumstances should a volunteer or student be asked to provide personal care for a child.
- Nappies are changed in appropriate areas only.
- Staff should see changing a child's nappy as an enjoyable and educational experience and should have appropriate dialogue with a child during this process.
- Disposable gloves and a white apron are worn for each nappy change.
- The changing mat is wiped after each nappy change, using an anti-bacterial spray and disposable cloth.
- All items are disposed of in the nappy bin provided.
- The Teacher's hands are washed with soap after each routine is carried out.
- Babies and young children are cleaned using wipes.
- Prescribed and unprescribed nappy creams that have been provided by a parent/carer may only be used with signed consent of the parent/carer
- With regard to older children, the Teacher will ensure that their personal independence skills are promoted, with supervision if required.
- Gloves are worn when changing wet or soiled pants.
- A record is maintained of all nappies changed for the younger children and toileting accidents/changes for the older children.
- The nappy area is regularly risk assessed.
- All Teachers should be aware that lifting and handling is part of their daily duties. It is the responsibility of a trained Teacher to instruct any untrained Teachers of the correct procedures in this area.
- A risk assessment must be written when a child needs lifting because of their toileting needs. Teachers should follow the risk assessment appropriately. This will prevent injuries to both the Teacher and child.

**Please note:** For children who are still in nappies, parents/carers are asked to provide nappies, baby wipes and creams. Failure to do so will result in the nursery nappies and/ or wipes being used and the cost for these items will be added to your monthly invoices.

Review Date	Name	Position	Signature
16.4.20	Ingrid Bard	Operations Manager	<i>Ingrid Bard</i>