



# Little Feet Childcare Centre Limited

*"we care for your child"*

## Nappy Changing Policy and Procedure **HS3**

### Rationale

Little Feet Childcare Centre strives to ensure that the nappy changing facilities is safe and hygienic for children and teachers.

### Procedure:

1. The staff will ensure that enough nappies, baby wipes, plastic bags and hand gloves are readily available in the nappy change room.
2. Children will be informed that they are going for their nappy change before they are taken into the nappy change area.
3. Staff will encourage walking children to walk to the nappy changing area.
4. Staff will ensure that children's independence is fostered as appropriate.
5. Staff will ensure that **children's dignity and right to privacy is respected.**
6. Staff will encourage older and heavier children to climb up and down the steps.
7. Staff can place the changing mat on the floor to change nappies for distressed children.
8. Staff must wear disposable gloves when changing nappies. Disposable gloves are for single use only.
9. All soiled/wet nappies, gloves and wipes are to be placed in the bin provided for the nappies.
10. Changing mats are to be sprayed with disinfectant and then wiped down with warm water using a paper towel.
11. Staff must thoroughly wash their hands with hand wash.
12. Staff will ensure that all nappy changes are recorded in the age-appropriate nappy changing chart.
13. Staff must ensure that while the child is on the nappy changing table, child safety is always maintained to avoid any fall or injuries.
14. Permanent staff and regular relieving staff can change nappies.
15. **Never leave a child unattended on the nappy change table.**