



Nappy Changing Policy

Bijou Day Nursery & Crèche, Cowbridge

Policy owner: Nursery Manager / Rheolwr y Feithrinfa

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1. Policy Statement

Bijou Day Nursery & Crèche is committed to ensuring that nappy changing is carried out in a way that respects children's dignity, promotes their comfort and well-being, supports their growing independence, and protects them from harm.

This policy complies with the Child Minding and Day Care (Wales) Regulations 2010 (as amended), the National Minimum Standards for Regulated Childcare (2016), the Health and Safety at Work Act 1974, and CIW guidance on intimate care. Infection control procedures follow UKHSA and Public Health Wales guidance.

2. Facilities

- A designated nappy changing area is provided in each room, or in a nearby location with easy access
- The area is warm, clean, well-lit, and offers appropriate privacy
- A sturdy, padded changing mat at an appropriate height is used; safety straps are used where fitted
- Handwashing facilities (warm water, liquid soap, paper towels) are within easy reach of the changing area
- Supplies (nappies, wipes, nappy sacks, gloves, aprons, barrier cream) are kept stocked and accessible

3. Procedure

1. Gather all supplies before lifting the child to the changing mat
2. Put on disposable gloves and apron
3. Talk to the child throughout, explaining what you are doing in a warm, reassuring tone
4. Remove the soiled nappy, clean the child thoroughly, and apply barrier cream if requested by parents
5. Place the soiled nappy and wipes in a nappy sack and dispose of in the lidded nappy bin
6. Remove gloves and apron, dispose of in the lined waste bin
7. **Never leave the child unattended on the changing mat at any point**
8. Wash the child's hands (and your own) with liquid soap and warm water
9. Clean and disinfect the changing mat with anti-bacterial spray after each use
10. Record the nappy change (time, by whom) in the daily care record

4. Frequency

- Children are checked regularly and changed promptly when wet or soiled
- As a minimum, nappies are checked every 2 hours, and changed at least 4 times during a full day session
- Parents are informed of any nappy rash or skin irritation

5. Toilet Training

- Toilet training is approached in partnership with parents, following the child's readiness cues
- A consistent, positive, no-pressure approach is used
- Spare clothing is available for accidents; children are changed promptly and without fuss
- Progress and any concerns are shared with parents daily

6. Safeguarding

- Staff are alert to any signs of soreness, bruising, or injury in the nappy area and report concerns immediately to the Designated Safeguarding Person
- If a child becomes distressed during nappy changing, staff stop, comfort the child, and try again with a different approach or carer if needed

7. Nappy Disposal & Waste

- Soiled nappies are double-bagged and placed in a designated, lidded nappy bin
- Bins are emptied at least daily and the contents disposed of through the contracted waste service

8. Related Policies

- Intimate Care Policy
- Infection Control Policy
- Health & Safety Policy
- Safeguarding & Child Protection Policy