



# TOAD HALL NURSERY LTD

EDNEY'S HILL, WOKINGHAM, BERKSHIRE. RG41 4DS

Telephone: 0118 9776200

## PERSONAL CARE & CHANGING POLICY

Adopted August 2018

The following procedure will be followed by our staff when changing a child's nappy, pants or clothing.

- Only a staff member with a current completed satisfactory DBS and who has received appropriate training will change any part of a child's clothing, including nappies, pants or clothes.
- Children will be changed in a private, designated area that complies with Health and Safety regulations - in our case this will be in our designated nappy changing and toilets areas.
- The staff member will discreetly inform their colleagues where they are going & at no time will they allow the toilet door to be closed or locked. This is for the protection of the staff member & the child. A door wedge and/or latch will be provided to ensure that the door remains open at all times.
- We will endeavour to never compromise our staff ratios for the staff & children remaining in the nursery session.
- Toad Hall Nursery will provide suitable `baby wipes`, nappy sacks & will maintain a supply of nappies, pants and spare clothes. However, parents will be encouraged to bring their own spare clothes etc on an individual basis, depending on their child's needs for which a green nursery bag and peg is provided.
- The designated area/mat etc will be cleaned before & after a child is changed with a suitable disinfectant cleaner.
- Staff will wear clean disposable gloves and plastic aprons for each child, these will be disposed of appropriately after changing.
- Nappies and used baby wipes will be disposed of in a nappy sack which is placed into the yellow sack and disposed of via an external professional cleaning company.
- Appropriate hand washing facilities are available for the child & adult, hands will be washed using antibacterial soap, then dried thoroughly with a paper towel after completing the procedure. For babies suitable hand wipes will be provided to wash their hands after nappy changes.
- Any dirty underwear will be carefully rinsed through and placed in a sealed bag and given to the parent/carer as soon as possible for washing. However in

circumstances where the underwear is deemed to be beyond salvage these will be disposed of using the yellow nappy bins.

- The child's dignity & privacy will be respected at all times during personal care & this will always be a positive learning time.