**Nappy Changing Procedure**

Members of staff will follow this procedure when changing a child’s nappy or training pants -

* Only a person who has completed a DBS and the staff induction will change children’s nappies or trainer pants. This is also after being shown by a senior member of the room what to wear and do when changing a child
* Children’s nappies /trainer pants will be changed in a designated area which complies with Health, Hygiene and Safety regulations.
* The changing mat/area will be cleaned before and after a child is changed with antibacterial spray.
* The child will never be left alone on the changing mat and any doors will remain completely open whilst the adult is with a child.
* Staff will wear clean disposable gloves and a plastic apron for each child.
* Appropriate hand washing facilities will be available for the adult. Hands will be washed using antibacterial soap and dried thoroughly with a paper towel after completing the procedure.
* Dirty nappies/trainer pants will be disposed of in the nappy change bin after each change. The bin will be emptied at the end of each day into the yellow bin outside. Cotton nappies will be placed in a nappy sack and put into a separate bag hanging up in the changing area for parents/carers to take home at the end of the session.
* Nappy changing chart must be completed and initialled

**The child’s privacy will be respected at all times during nappy changing.**

If parents/carers have any queries or concerns about this procedure they should talk to a member of staff.