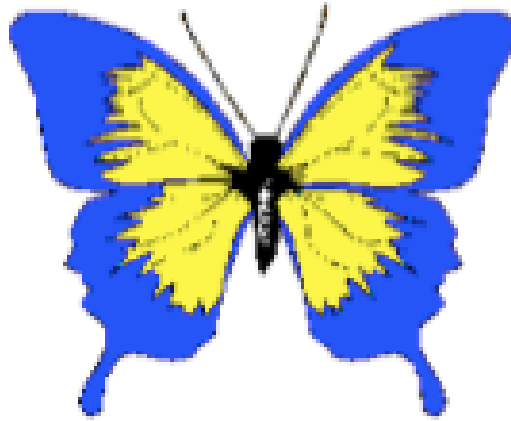


New Monkland Primary Nursery Class



Getting it Right for Every Child

Nappy Changing, Toileting and Personal Care Policy.



Written: January 2026
Review: January 2027

Purpose

This policy ensures that all nappy changing, toileting and changing procedures are carried out safely, hygienically, and in a manner that protects children's dignity, privacy, wellbeing and health. All staff must always follow Infection Control Precautions

Environment and Equipment

- Nappy changing facilities are separate from, but close to, playrooms for timely access.
- Areas, including the splash zone around sinks and toilets, are cleaned before and after each use.
- All required equipment will be readily available and cleaned as needed.
- The changing area must only contain items required for the task.
- Handwashing facilities for children and staff will be easily accessible.
- Potties will be safely managed where appropriate.
- The environment must maintain children's privacy, dignity and comfort.
- Space must be adequate to allow safe lifting, moving and supervision.

Use of Personal Items

- Children's own clothing is stored in their bag and used when needed.
- If the child has no spare clothes/nappies, staff may use nursery spares.

Staff Interaction

- Interactions should be relaxed, positive and supportive, providing opportunities for meaningful communication.
- Children should be encouraged to participate in changing and dressing where able.
- Staff must always respect the child's dignity.

Procedures for Changing Children

1. **Inform another staff member** that you are leaving the playroom.
2. **Reassure and prepare the child**, using verbal explanations or visuals as needed.
3. **Collect the child's bag** from the cloakroom. Hang it on the hooks on the changing area door and return it afterwards.
4. **Use nursery spare clothing or nappies** if the child has none available.
5. **Wear disposable gloves and an apron** for every nappy change.
6. **Use only the designated nappy changing cubicle** for nappy changes.
7. **Place used nappies in a nappy sack**, then dispose of them in the nappy bin in the end cubicle.
8. **Bag the child's clothing** in a labelled nappy sack. If soiled with bodily fluids, double-bag, label, and place directly in the child's bag to go home.

9. **Support the child to wash their hands** after changing.
10. **Return the child to the playroom** when finished.
11. **Clean the changing cubicle** after each use to prevent infection.
12. **Remove gloves and apron**, place them in a nappy sack, then dispose of them in the nappy bin for incineration.
13. **Wash hands thoroughly** using the changing cubicle sink.
14. **Follow the child's home toilet-training routines** and provide verbal updates to parents/guardians as needed.
15. **Record any changes on the**
16. **Provide toilet training Support** (e.g., Solihull Approach booklet) following discussion with parents/guardians.
17. **Keep up to date with all changes or updates** relating to infection control and toileting procedures.

All nappy changes, toileting support, and instances involving bodily fluids must be recorded on the nurseries changing sheet immediately after the procedure is completed. This ensures accurate monitoring, supports communication with parents/carers, and aligns with good practice expectations within Care Inspectorate nappy-changing guidance, which highlights the importance of maintaining clear records to support children's health, safety, and wellbeing

Health and Social Care Standards (Scotland)

The Health and Social Care Standards require that children receiving personal care are treated with dignity, respect, and compassion.

Relevant standards include:

Standard 1.4 – *"If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected."*

This directly applies to nappy changing, toileting and all forms of personal care.

Document link

Nappy changing for early learning and childcare settings

[Nappy changing for ELC settings excl childminders.pdf](#)

UNCRC Links

Article 3: All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 16: You have the right to privacy.

Article 19: You have the right to be protected from being hurt and mistreated, in body or mind.

Article 37: No one is allowed to punish you in a cruel or harmful way.