



# Blackwood ELC - Changing Children in the Nursery



Updated: August 2025

Review: August 2026

## Changing Children in Nursery

### Self-Evaluation:

#### HGIOELC 2.1 Safeguarding and Child Protection

#### HGIOELC 2.4 Personalised Support

#### HGIOELC 3.1 Ensuring wellbeing, Equality and Inclusion

### Aim

At Blackwood Primary ELC we aim to ensure every child is treated with dignity, privacy and respect when they require to be changed.

### Health & Social Care Standards

1, 2, 3, 4 and 5

**UNCRC** Article 3  
Article 16  
Article 24  
Article 27

### Principles and Practice (CfE):

- I am learning what I can do to look after my body and who can help me. **HWB 0-48a**
- I am learning about respect for my body and what behaviour is right and wrong. I know who I should talk to if I am worried about this. **HWB 0-49a**

### Our Vision ...

At Blackwood Primary School and ELC we strive to establish a caring, nurturing and stimulating environment which encourages creativity and curiosity and recognises each child as an individual, enabling them to attain and achieve.

### Our Values ...

Friendship, Respect, Equality, Determination

### Core Resources

- Blackwood Primary Nursery Class Changing Children Log
- NHS Exclusion criteria for daycare services (2013)
- SLC Infection Control Risk Assessment (2014).
- NHS Infection Prevention and Control in Childcare Settings (2011).
- Care Inspectorate Nappy Changing for Early Learning and Childcare Settings - Excluding Childminders (2023)
- Early Years Protective Behaviours Programme

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## Guidance and Procedures

- When completing a child's personal care plan staff will discuss with the parent/carer any support etc. the child may require with regards to toileting.
- Parents to provide change of nappies/pull ups, wipes and spare clothing, to be placed in individual storage box for each child. This will be kept in the changing room.
- Storage boxes will be labelled with child's name and photograph.
- Children must be changed in the nappy changing room, unless distressed and then alternative arrangements should be made or parent/carer to be phoned (but only if necessary).

The following procedures should be followed by staff when changing a child's clothing/pull ups/nappies:

- Before changing a child, the staff member should inform at least one other member of staff to support them, making sure that when one member of staff is changing in the changing space, the other member of staff is in the toilet area. If ratios are not covered, TL should be informed to cover.
- Staff should ensure that children are cleaned appropriately.
- Staff should assist the child to choose a change of clothes if their own is not provided and get dressed.
- Clothes should be placed in a double plastic bag and placed in the soiled/wet clothes box until returned to the parent/carer. A tick should be marked on the registers next to their name where it says 'change bag'. The key worker should check this so that soiled/wet clothes can be returned.
- Pull ups/nappies and soiled gloves, aprons must be placed in nappy sacks, double bagged and placed in the yellow nappy bin (nappy bin is in changing room).
- Staff to record date, time, name of child, name of staff member, and either wet or soiled nappy on individual log sheet kept in the child's changing box, or if it is a child who does not need changed regularly on the log sheet in the Changing folder.
- Changing requirements for individual children will be noted in their personal care plan.
- The parent/carer should be discreetly informed that their child has had to be changed during the session. Some children have a communications diary.
- Changing procedures will be displayed for staff to follow in the nappy changing area. These will be laminated to ensure they can be cleaned properly.
- Nappy bin to be emptied by relevant company on a regular basis.
- Staff and children must adhere to personal hygiene standards and infection prevention control at all times.



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## Guidance and Procedures continued

The following procedures should be followed by staff when supporting a child who wishes to change themselves:

- If a child approaches you wet or soiled/dirty from playing in nursery (e.g. mud kitchen, water play etc.) but wishes to change and dress themselves the staff member should inform at least one member of staff.
- Staff should get children's bag from their coat peg which should have a change of clothes in it. If child's bag does not have a change of clothes there are spares in the cupboard (nursery toilet area).
- Staff should take a chair from the playroom for children to sit on whilst getting changed.
- Staff should give children the option as to if they would like help getting undressed and changed or not, therefore respecting the child's privacy.
- If child wants privacy whilst getting changed, the staff member should wait outside and close the changing door.
- Children should be provided with baby wipes if required.
- Wet or soiled clothes should be double bagged. If the clothes have been soiled the same procedure should be followed that is listed above. Unsoiled clothes should be double bagged and put in child's bag which should be put back on the child's peg. These should be labelled 'wet from play'.
- The parent/carer should be discreetly informed that their child has had to be changed during the session.
- If the child has had an accident this should be recorded appropriately in the 'Changing Children's Log' located in the changing area (e.g. date, time, name of child, name of staff member, and either wet or soiled). Staff should also tick on the appropriate section on the registers if that child has received a change. Keyworker is responsible for ensuring soiled/wet clothes are returned. The wet/soiled box is to be kept out of the changing unit. It will be on top of the unit in the toilet.
- Staff should be there to help child get dressed if required.
- Staff and children should adhere to personal hygiene standards and infection prevention at all times, for example by ensuring their hands are washed thoroughly with bacterial side soap afterwards.
- Put child's bag back on their coat peg.
- If child sat on a chair to get changed the chair should be cleaned thoroughly with the bacterial side spray kept in changing area using the white or blue roll.

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## Staff PPE:

### Infection Prevention & Control May 2018

- Staff are required to wear gloves and disposable apron when changing children (e.g. urine, body fluids).
- Staff should wash their hands before putting on PPE then after taking it off.
- PPE should be placed in a nappy sack, double bagged and put into the nappy bin.

### Cleaning toileting accident's/body fluids:

- Staff are required to report any body fluid spillages, (either it in the playroom or the toilet) to the Janitor immediately. The area should be cordoned off to prevent children from entering.
- Staff are required to mop up any spills in the playroom or toilet that is not body fluids. The mop for this should be stored in the locked cubicle out of reach of children.

## Audience

- Children
- Early Years Workers
- Team Leaders
- Students
- Support Staff
- SMT
- Parents/Carers
- SLC Personnel
- HMIe
- Care Inspectorate

## Links

- Education Scotland
- Health and Social Care Standards
- Child at the Centre
- CFE
- GIRFEC
- Children and Young People's Bill (2014)