SEVENOAKS
PREPARATORY SCHOOL

EYFS Nappy Change Policy

Status and Review Cycle	Statutory / At least annually
Policy reviewed and amended	September 2026
Next review date	September 2027
Governor Lead	Mrs Arabella Stuart
Policy Holder	Louisa Rowland – Head of EYFS
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Staff procedures for changing nappies/toileting accidents

- Nappy changing should be a positive experience for the child.
- Nappies to be changed/toileting accidents should be dealt with by a member of staff with another member alerted as a witness who will remain within sight and hearing throughout the change and be available to support if necessary.
- Always tell another member of staff that you are taking a child to have their nappy changed or to deal with a toileting accident, and which child it is. (This is for safeguarding of the child and staff member as well as other children in the care of the Nursery). Always call for assistance, if necessary, particularly if child is distressed.
- In the Little Oaks area, always ensure the door to the changing room remains open using the foam door guard.
- If you are concerned about a child's inappropriate language or behaviour or find they have any unexplained marks or bruises, report your concerns to the DSL and follow procedures set out in the Child Protection policy
- Nappy changing is to be done in the appropriate changing area.
- Disinfect changing mat before and after use. Always wear disposable gloves (a separate pair for each child) for nappy changing and toileting accidents. Wear a disposable apron and mask if required.
- Ensure there is appropriate supplies of gloves, wipes, nappies, nappy bags, disinfectant and blue roll available at the start of each session.
- Dispose of all nappy changing items or soiled underwear in the nappy changing bin provided.
- For toileting accidents, use the blue roll of tissue and disinfectant spray to clean the floor and dispose of these in the nappy bin provided.
- Nappy Bin to be emptied daily.

Nappy Log

All changes, nappies/ underwear/ clothes should be noted on the central log sheet in the nappy changing area, ensuring that the time and whether it was soiled (S), wet (W) or dry (D) is clearly recorded. For reasons of confidentiality, the central log sheet should show the **child's first name only and only where necessary an initial for their surname.** This should then be **initialed by two members of staff**.

At the end of each day all nappy changes and accidents are uploaded on to the Tapestry Journal (please note changes during Little Oaks will not be added to Tapestry).

Reviewed by: Louisa Rowland November 2026
Monitored by: Arabella Stuart September 2026

Next review: September 2027