

NAPPY CHANGING POLICY AND PROCEDURE

PURPOSE

The purpose of this Policy is to ensure that:

- Sorrento Community Centre follows best practice guidelines for nappy changing
- the area is hygienic in order to reduce the spread of germs and infectious disease
- the nappy change experience is a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting and positive relationships
- children and staff alleviate cross contamination and the spread of disease throughout the Centre

OUR VISION FOR SORRENTO EARLY LEARNING

Our vision is to aspire for excellence in the provision of early childhood services through the creation of a safe, extended family environment and the development of a community of learners where educators, parents and other adults are committed to the children's education and wellbeing.

BROAD GUIDELINES FOR THIS POLICY

The Sorrento Community Centre will:

- provide adequate and appropriate hygienic facilities for nappy changing
- ensure nappy change materials and cleaning products are located in a way that prevents unsupervised access by children
- ensure that hand washing facilities are located within the nappy change area and the bench area is clean and routinely sanitised
- ensure that the nappy change facilities are designed and maintained in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children
- Ensure that staff members are to make every nappy change a meaningful experience for the children by use of such interactions as simple conversation, singing.
- Staff must ensure the changing area is cleaned after each nappy change and that the children's hands, as well as their own, are washed.

PROCEDURE

Nappy changing and toilet rituals are valuable opportunities to promote children's learning, meet individual needs and develop strong relationships with children.

Having their needs met in a caring and responsive way builds children's sense of trust and security. Staff are to make every nappy change a meaningful experience for the children (simple conversation, singing, etc.)

Sorrento Early Learning will follow best practice guidelines for nappy changing to ensure the area is hygienic and to reduce the spread of germs and infectious disease.

Sorrento Early Learning aims to make the nappy change experience a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting and positive relationships.

Sorrento Early Learning will change a child's nappy whilst ensuring that children and staff alleviate cross-contamination and the spread of disease throughout the Centre by cleaning the changing area after each nappy change and washing the children's hands as well as staff hands.

Sorrento Community Centre will:

- Provide adequate and appropriate hygienic facilities for nappy changing
- Ensure nappy change materials and cleaning products are located in a way that prevents unsupervised access by children. A list will be located on the wall/cupboard – Glen 20, Sanitiser
- Ensure that hand-washing facilities are located within the nappy change area and the bench area is clean and sanitised
- Ensure that the nappy change facilities are designed and maintained in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children.

The Early Learning Team Leader will:

- Develop and implement policies, procedures and training with educators to ensure nappy change procedures support children's safety, protection, relationships and learning
- Develop systems with educators to ensure that soiled clothing is disposed of, or stored in a location that children cannot access.

Educators will:

- Discuss children's individual needs with families to ensure practises are reflective of the home environment and culturally sensitive
- Provide information to families regarding children's nappy change patterns
- Utilise nappy change times to interact with children on an individual basis
- The nappy change time will allow educators to converse, sing, play and generally interact with the child. This time allows educators and children to learn more about each other and understand each child's personality and personal strengths
- Organise the nappy change area to promote positive interactions and promote positive learning experiences
- Educators will maintain effective supervision at all times by:

- Fully supervising and maintaining physical contact with children throughout the nappy change experience. No child will be left alone on a nappy change mat.
- Keeping nappy change areas fully stocked with all required materials at all times.

Educators are responsible for:

- Maintaining supplies to meet the needs of individual children
- Supplies that are readily accessible to ensure efficiency and health and safety of each child
- Encouraging mobile children to walk to the nappy area
- Following safe manual handling practices to lift and carry the child onto the nappy change table/bench
- Effective hygiene practices when changing a nappy to reduce the spread of germs
- Displaying procedures in nappy changing area
- Keeping up to date with standards
- Roster for person responsible daily to be kept.

Children MUST NOT be left unattended on the change bench at any time.

1. Wash hands
2. Gather materials needed for the nappy change
 - a. Child's nappy and/or cream from their bag
 - b. Check any notes from parents on the Check List
 - c. Check wipes, paper towel, gloves, spray, etc. are on bench
 - d. Clean and sanitise change table]
 - e. Educator to put gloves on
3. Collect child
4. Remove any soiled clothing, placing in plastic bag
5. Remove nappy (soiled nappies to be placed in a plastic bag) and wipe child (clean child from front to back, one wipe per wipe).

Resources available

[Staying Healthy in Child Care](#) – Preventing infectious disease in child care 4th edition

[Storage and Handling of Dangerous Goods: Guidance](#)

Approved First Aid Qualification

www.acecqa.gov.au/qualifications/approvedfirst-aid-qualifications

http://ncac.acecqa.gov.au/educator-resources/factsheets/qias_factsheet_14_toileting_and_nappy_changing.pdf

Policy Control Data

Approved by Sorrento Community Centre

Date: April 2020

Scheduled Review Date: April 2022

Next Review Date: