

Rocks Lane Montessori

Loo and Nappy Changing Policy and Procedure

Only staff who have DBS Certificates are to change nappies or to assist children in the bathroom.

- Children are taken individually into the changing area
- NEVER LEAVE CHILDREN UNATTENDED IN/ON THE CHANGING AREA
- All staff to wash their hands before and after every change
- All staff must wear appropriate gloves (plastic/latex) and aprons, ensuring consideration for allergies.
- Wipes may be used if supplied by the parent/carers in all other cases a wet hydro wipe is to be used.
- All gloves and aprons must be disposed of after changing each child
- Soiled nappies are to be disposed of in the nappy bin, and the bin will be emptied each night
- Clean the changing area with antibacterial spray after each use
- Staff must complete Changing Record sheet for each child
- When potty training, children can use these within a cubicle or within the main bathroom, depending upon child's/parent's preference
- After use these are emptied, washed and cleaned with antibacterial spray
- Children are supervised in hand washing and drying
- Remind parents/carers when nappy levels are low.

Children who are toilet trained are encouraged to use the loo independently, though they will be accompanied by a member of staff, who will check that they have flushed the loo and have washed their hands.

Rocks Lane Montessori is purpose built: this means we have child friendly bathroom facilities.

In the event of a child having an accident they will be reassured, their clothes will be placed in a carrier bag (tied) and placed in their bag or on their peg and changed into fresh clothes. Parents and carers are asked to ensure that children always come to school with sufficient changes of clothes.

The Designated Person is: Miss Rajka Krivokapic. In her absence, her Designated Deputy is available for staff to discuss their concerns.

Date: October 2018

Our Loo and Nappy Changing Policy will be reviewed annually