Beechoak Farm Montessori Pre-school

Promoting health, safety and hygiene

3.1 Children's bathrooms/changing areas & Nappy changing

Policy statement

Nappy changing times are key times in the day for being close and promoting security as well as for communication, exploration and learning. No child will be discriminated against because they are not toilet trained. Children's bathroom and changing areas are kept clean to prevent cross infection. Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.

Nappy Changing

- Changing areas are warm and there are safe areas to lay the children down. Our staff never turn their back on a child or leave them unattended whilst they are on the changing mat. Staff have the option to change nappies at floor level to prevent lifting of heavy toddlers.
- Every child will be changed by a familiar member of staff with whom they feel comfortable with.
- Children are changed within sight of other staff whilst maintaining their dignity and privacy at all times. Members of staff who have not received a full Disclosure and Barring Service (DBS) check are not allowed to change nappies or toilet children.
- Parents are asked to provide their child's nappies and wipes. These are then stored in a basket labelled with the child's name.
- Staff use single use gloves and aprons to change children and wash hands when leaving changing areas. Please note that gloves are not always required for a wet nappy if there is no risk of infection, however, gloves are always available for those staff who choose to wear them for a wet nappy. Gloves are always worn for a 'soiled' nappy.
- The mat is cleaned after each child.
- Anti-bacterial sprays used in nappy changing areas are not left within the reach of children.
- Natural or mechanical ventilation is used.
- All staff are aware of hygiene procedures and adhere to them when changing nappies.
- We ensure that nappy changing is a relaxed positive experience for the children and staff refrain from pulling faces, using 'inappropriate' comments about the child's genitals or the contents of the nappy.
- Beechoak Farm has a 'duty of care' towards children's personal needs therefore children are not left in wet/ soiled nappies or clothing. If children are left in wet or

soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter.

- If children refuse to lie down for nappy change, they can be changed whilst standing up, providing it is safe and still possible to clean them fully.
- Nappies and pull ups are disposed of in a Sanjenic bin.
- Young children are encouraged to show an interest in using the toilet. We will work in partnership with the child's parents if both parties feel that the child is ready to begin toilet training. Parents are asked to bring enough clothes for accidents when children are toilet training.
- There are toilets within/ close by each room to allow children access when needed. We encourage children to take themselves to the toilet independently when they are ready and have the confidence to do so. Staff members will only wipe older children's bottoms if there is a need or if the child has asked them to.
- They are encouraged to wash their hands, and soap and paper towels are readily available. We use pictorial guides above each sink to remind children of the steps involved when washing their hands. They should be allowed time for some play as they explore the water and the soap.
- Key persons record when they changed the child and whether the baby passed a stool and if there was anything unusual about it e.g. hard and shiny, soft and runny or an unusual colour.
- A stool that is an unusual colour can usually be related to the food that was eaten, so it is important that this is noted. However, a stool that is black, green or very white indicates a problem, and the child should be taken to the doctor.
- Very soft, watery stools are signs of diarrhoea; strict hygiene needs to be carried out in cleaning the changing area to prevent spread of infection. If a child has more than two bout's parents will be called and asked to collect, even if the child seems well in themselves.
- Sometimes a child may have a sore bottom. This may have happened at home as a result of poor care; or the child may have eaten something that, when passed, created some soreness. The child also may be allergic to a product being used. This must be noted and discussed with the parent and a plan devised and agreed to help heal the soreness. This may include use of nappy cream. If a medicated nappy cream such as Sudocrem is used, this must be recorded as per our administration of medicine procedure.

Children's toilets and wash basins

- Children's toilets and are cleaned daily using disinfectant cleaning agent for the bowls (inside and out), flush, seat and lid, and whenever visibly soiled. Cubicle doors and handles are washed weekly. There is a toilet brush available for children's toilets and separate cloths.

- Children's hand basins are cleaned daily and whenever visibly soiled, inside, and out using disinfectant cleaning agent. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets.
- Mirrors and tiled splash backs are washed daily.
- Paper towels are provided.
- Bins are provided for disposal of paper towels and are emptied daily.
- All bins are lined with plastic bags.
- Staff who clean toilets wear gloves.
- Floors in children's toilets are washed daily.
- Spills of body fluids are cleared and mopped using disinfectant.
- Mops are rinsed and wrung after use and stored upright, not stored head down in buckets.
- Used water is discarded down the outside drain.

This policy was adopted by staff at Beechoak Farm Montessori preschool.

Held on 2nd December 2025

Date to be reviewed December 2026

Signed on behalf of Beechoak Farm Montessori by

Charlotte Muggleton & Hayley Majeika

Proprietor Manager