

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096

Village Hall, High Street, Wanborough, Swindon. SN4 0AD

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Nappy and Clothes Changing Procedure

Child informs Staff member they need changing or Staff Member notices nappy needs changing or child has had an accident.

Child is reassured that it doesn't matter and that accidents happen and getting changed will make them feel better

Staff Member informs another member of staff that they are going to change a child

- Staff Member takes child to get their bag off their peg.
- If child does not have a bag gets clothes from spare clothes boxes.

- Disabled toilet used for changing
- Door left open
- Staff member not to block doorway but to have their back to a wall
- Child's modesty to be protected

Before changing the child staff member to:-

- Put on apron
- Put on gloves
- Get bag to put wet/soiled clothes in
- Get Nappy Sack out (if applicable)
- Spray/wipe changing mat with anti-bacterial spray/wipe
- Get baby wipes from drawer

- Remove necessary clothing
- Put dirty clothes in bag
- Put dirty nappies/pull ups into nappy sack
- Clean child with wipes
- Put dirty wipes into nappy sack (double bag if necessary)
- Dress child, putting on new nappy/pull up if applicable
- Get child to wash their hands
- Send child to play after re-assuring them again that everything is fine

- Clean changing mat with anti-bacterial spray/wipes
- Remove gloves and apron and put in nappy sack
- Label bag with dirty clothes with child's name and whether they are wet or soiled
- Place bag beside staff trolley on stage and inform staff member on door duty
- Put soiled nappies/pull ups into biffa bin outside the hall
- Wash hands