



# CARGILFIELD

## CHANGING A CHILD POLICY

Starting school or nursery is an exciting and important stage for a child. It is a time for growth and very rapid development. As with all developmental milestones there is a wide variation in the time at which children will master certain skills. Toileting is a key skill contributing to independence and self belief.

Children present in many different ways with regard to their toileting independence as they begin to attend part or full time nursery.

- Fully toilet trained across all settings.
- Fully toilet trained but regress for a little while in response to the stress and excitement of starting nursery.
- Be fully toilet trained at home but prone to accidents in new settings.
- Be on the point of being toilet trained but require reminders and encouragement.
- Be fully toilet trained but have disabilities or learning difficulties.

Admitting children who have continence problems into nursery/pre-school provision can present a challenge to schools. The purpose of this policy and guidelines is to identify best practice to achieve the full inclusion of such children.

### **Child Protection**

It is recommended that the adult who is going to change the child informs the Head of Nursery/another member of classroom staff if in the nursery, that they are going to do this.

### **Location of changing**

Whenever possible it is recommended that:

- Children are changed standing up.
- If this is not possible the next best alternative is to change a child on a mat on a suitable surface.

### **Resources**

Changing time can be a positive learning time and an opportunity to promote independence and self worth.

CARGILFIELD SCHOOL

45 Gamekeeper's Road, Edinburgh, EH4 6HU

Telephone: 0131 336 2207

Email: [admin@cargilfield.com](mailto:admin@cargilfield.com) Website: [www.cargilfield.com](http://www.cargilfield.com)

Cargilfield is an Educational Charity No. SC005757 Company Registration No. SC025080

Cargilfield Nursery ensures there is:

- Hot running water
- Paper towels
- Aprons and Gloves
- Nappy Bags
- Cleaning equipment
- Bin
- Spare clothes
- Wipes

### **Working with Parents/carers**

At Cargilfield Nursery we will work with parents when attending to changing routines. If a child has any disability or medical needs that may affect their personal care routine, an Individual Educational Plan (IEP)/Health Care Plan will be drawn up in agreement with parents/carers.

### **Protection for Staff**

Changing procedures and toileting routines will be carried out by the child's Key Worker/Head of Nursery. Protection being afforded to the single member of staff in the following ways:

- If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to the Head of Nursery and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the Head of Nursery immediately.

### **Procedure for Changing Soiled/Wet Pants**

As followed by staff -

- Consider where to change the child.
- Wash your hands.
- Gather all the necessary items needed before changing; wipes, nappy sacks and wet accident note for parents.
- Put on gloves and apron. A new set of gloves and disposable apron is used for wet or soiled accident.

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- Place the child in a safe space to change them.
- Remove the child's clothing to access wet pants. Remove them and place them inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them by hand.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin.
- Put on a clean pair of pants.
- Take off the gloves and apron and place them in a pedal operated bin.
- Dress the child.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to area where the child was changed and using anti bacterial spray and paper towels clean the surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.
- Soiled clothes bag is then placed in a soiled clothes box in the cloak room in a high location that is out of the reach of children.
- The toileting accident is recorded in the afternoon communication book and the parents are informed at pick up of the toileting accident and given the soiled clothes bag from its container.

Changing a Child Policy revised by Tiffany Murdoch, Head of Nursery May 2023

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