NAPPY CHANGE POLICY

AIM

Children will have their nappies checked regularly and changed when required. Staff will interact with children in a warm respectful manner while changing nappies. Safety and hygiene will remain paramount at all times.

IMPLEMENTATION

Leadership will:

- Guide review of this policy and ensure it is implemented in rooms.
- Ensure nappy change procedures remain compliant, current and in line with DfE policies and procedures.

Team Leaders will:

- Ensure educators are aware of the contents of this policy and ensure it is implemented in their rooms.
- Ensure that students and volunteers are not responsible for changing nappies. Educators should not change nappies of children who are not familiar with them wherever possible.
- Ensure educators are supported to provide individualised nappy checks for primary care children and discourage mass 'nappy rounds'.
- Develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location that children cannot access

Educators will:

- Consult with families regarding their child's individual nappy changing routines, preferences, cultural practices and practices used at home, and where possible and safe maintain consistency between home and the Centre.
- Wear gloves when changing nappies
- Wash their hands before and after changing a child
- Ensure physical contact and direct supervision with babies and toddlers throughout the nappy change experience
- Where possible, nappy changing and toileting assistance will occur in an environment that allows line-of-sight supervision of the educator providing personal care, while maintaining the child's privacy and dignity
- Ensure that nappy change and toileting supplies are readily accessible to ensure efficiency and the health and safety of each child
- Undress and dress children who are unable to do so themselves while naming what they are doing and following the child's initiative. Educators will support children who can dress and undress themselves with regards to child's right to privacy and dignity.
- Place any wet/soiled clothing in a plastic bag before placing in the child's bag and replace with clean clothes (either the child's clothing from home or spare clothing from the Centre's lost and found). Masking tape should be used to label the plastic bag with the child's name and why the clothes were changed i.e. wet from water play, soiled from accident etc.
- Encourage mobile children to walk to the nappy change area

- Assist the mobile baby or toddler to walk up the steps onto the nappy change bench to minimise lifting by educators and to promote children's agency. Where a child is not walking, educators will follow manual handling practices to lift and carry the baby to the nappy change mat.
- Utilise nappy change times to interact with children, toddlers, and babies on an individual basis. The nappy change time will allow educators to converse, sing, play, and generally interact with the child.
- Interact with babies and toddlers using verbal and non-verbal communication and respond to children's communication
- Build children's understanding of what is happening by inviting them to the bathroom and supporting their ability to predict what will happen next in the routine
- Seek and respond to children's consent throughout nappy changing and personal care. Physical contact will be limited to what is necessary, appropriate and respectful to support the child's health, hygiene and dignity. Educators will explain what they are doing before and during physical assistance and remain responsive to the child's verbal and non-verbal communication.
- Place paper towel under the child's nappy when changing
- Remove the child's nappy in a downward motion and fold over the soiled side
- Clean the child's bottom with wipes at every change
- Remove the nappy, wipes and paper towel and enclosing the nappy parcel in the gloves by peeling back from their wrists, turning them inside out and place in the bin.
- Place a clean nappy on the child.
- If the child needs nappy cream applied, educators must mark on the nappy chart every time it is applied.
- Ensure educators check nappies throughout the day to ensure children are not susceptible to nappy rash and discomfort. A system to record this routine will be maintained for reporting purposes.
- Always follow Service's documentation requirements for nappy changing and toileting and communicating with families
- Only apply nappy cream to a child if authorisation is provided via the centre's 'Cream/Ointment Checklist'
- Apply nappy cream with a new glove.
- Support the child to come off of the nappy change table via the steps if applicable or lift them off using appropriate manual handling practices.
- Wipe change area with camomile sanitiser and paper towel and place in the bin. Cleaning products must be safely stored and inaccessible to children.
- Assist the child to wash their hands following the Centre's hand hygiene procedure, using an age and developmentally appropriate method consistent with current Staying Healthy guidance. Educators can role model by washing their own hands.
- Support child to resume their play

Families will:

- Ensure their child has clean changes of clothes in their bags in case of accidents.
- Supply their own nappies for a child who is in the preschool room
- Wash and return any spare clothes their child borrows from the Centre.
- Provide nappies for their child if they prefer a certain brand. The Centre uses Fluffies brand nappies on-site.

- Bring nappy cream in original container/packaging.
- Label any nappy cream containers with the child's full name, taking care not to cover the expiry date or directions for use
- Apply any new nappy cream at home to test for skin reactions before bringing to the Centre.

EVALUATION:
This policy is viewed to working effectively when the nappy change procedure becomes a time for staff and child to interact warmly together maintaining a high level of safety and hygiene.

Procedure Form:
Nappy change procedure displayed in each bathroom.
Staff to document the nappy change for families to view.
Cream/Ointment Checklist.

Links to National Quality Standards:
Quality Area 1 – Educational Program and Practice
1.1.3 Program learning opportunities: All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.

Quality Area 2 – Children's Health and Safety
2.1 Health: Each child's health and physical activity is supported and promoted.
2.1.1 Wellbeing and comfort: Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2 Health practices and procedures: Effective illness and injury management and hygiene practices are promoted and implemented.
2.2 Safety: Each child is protected.
2.2.1 Supervision: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Quality Area 5 – Relationships with Children
5.1.1 Positive educator to child interactions: Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2 Dignity and rights of the child: The dignity and rights of every child are maintained.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
112	Nappy change facilities
115	Premises designed to facilitate supervision
120	Educators who are under 18 to be supervised
155	Interactions with children

156	Relationships in groups
168	Education and Care Services must have policies and procedures
170	Policies and procedures are to be followed

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Approver
1.0	January 2011	Policy adopted.	Ocean View Children's Centre Polices	Governing Council
1.1	June 2012	Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including; • NQF regulations • Change in the procedure	K Cook and educators changing nappies	
2.0	June 2012	Suggested amendments put to Policy Review Committee and adopted, including; • NSQ regulations • Change in the procedure	K Cook	Policy Review Committee
2.1	September 2014	Reformatted and Team Leader duties added.	P Murray	Policy Review Committee
3.0	February 2025	• Reformatted and included practices that reflect pedagogy of service. • Added reference to WHS practices. • Updated links to NQS and regulations.	N Turnadzic	Policy Review Committee
4.0	August 2026	• Included explicit reference to consent and protective practices	N Turnadzic	Policy Review Committee

Review:
To be reviewed annually by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee.
Last reviewed: August 2026
Source:
Staying Healthy in Childcare 6th edition 2024
Work Health and Safety Act 2012 (SA).
Department for Education – Protective Practices for staff in their interactions with children and young people
ACECQA – QA2 Toileting and Nappy Changing Principles and Practices