



Laugh and Learn Pre-School

Nappy changing Policy

(Including Mobile Phones, tablets, and Cameras)

General Welfare Requirements in accordance with the EYFS

The provider must take all necessary steps to keep children and adults safe and well.

Policy Statement

We welcome all children here at Laugh and Learn Pre-School and make no exclusion for children who may have additional toileting needs or who are, for whatever reason, not yet toilet trained and who may still wear nappies or an alternative equivalent. We work closely with parents and carers to adjust our practices to provide an enabling, supportive environment which will allow individuals to develop and achieve independent skills in self care and hygiene at their own pace, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Procedures

- ❖ At the start of each session one member of staff will be assigned to toileting and nappy changing duties.
- ❖ The member of staff will be responsible for ensuring that all children who are wearing nappies are changed after snack time if their nappies are wet or changed immediately as and when they are soiled. They are also responsible for ensuring that those who require assistance in using the toilet are reminded periodically throughout the session to use the toilet/potty and given the appropriate assistance reflecting the individuals' age and stage of development and based on any information or advice given by their parents. The toilet area door should **never** be closed at any time when there are children in the building and no member of staff should carry their mobile phones with them. **All mobile phones**, other than the preschools business mobile phone, should be placed in the office area, see procedure below.
- ❖ The member of staff is also responsible for periodically checking the toilets and ensuring that they are kept hygienically clean and tidy and that the floor is hygienically cleaned immediately when wet or soiled, with the equipment provided.
- ❖ In respect of changing nappies, the member of staff should prepare an appropriate place in a clean, warm, open and safe area using the nappy changing mat and gloves provided. This should mostly take place on the nappy changing station within the toilet area, however on some occasions a child may not feel comfortable in that environment and an appropriate alternative area should be found.
- ❖ Nappies, wipes and nappy bags should be obtained from the child's daily bag prior to changing and the child should be gently encouraged to voluntarily come and have their nappy changed at a time when they are not absorbed in an activity.
- ❖ During the process of changing the member of staff should ensure that the atmosphere is relaxed and a time to encourage interest and independence in the toileting process. They should ensure that they are gentle and should not make any inappropriate faces or comments concerning the child's genitals or the contents of the nappy.
- ❖ The removed nappies should be bagged up and disposed of appropriately in the outside bins. The changing mat should be cleaned and fresh gloves put on before changing the next child. The member of staff should ensure that their hands are washed thoroughly after changing.

- ❖ In respect of assisting with children in using the toilet/potty, the member of staff should gently remind individuals to use the toilet/potty and provide any necessary assistance that the child requests. Appropriate privacy will be considered for all children. They should be encouraged to be appropriately independent and to wash their hands and given an opportunity to explore the water and soap. The member of staff should ensure they use the gloves provided and wash their own hands thoroughly afterwards.
- ❖ Should a child's clothes become wet or soiled the member of staff will assist them to change immediately using the gloves provided and remain positive and calm at all times. The soiled clothes will be rinsed as much as possible and bagged up for the parents to take home.
- ❖ Parents should ensure that any child still in nappies/toilet training bring in a suitable supply of nappies, wipes, nappy bags or change of clothing each time they attend a session. We do hold a small supply of these items and will use them in pressing situations; however, they are for emergency use only.
- ❖ Parents will be informed at the end of the session if a child has completely refused/become very distressed and will not allow us to change their nappy (in the case of soiled nappies we will telephone the parents in the interest of health and hygiene).

Personal Mobile Phone, cameras and videos

- ❖ Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- ❖ At the beginning of each individual's shift, personal mobile phones are to be put in the lockable tin in the office area.
- ❖ In the event of a personal emergency, personal mobile phones may be used in the office area, with permission from the manager and under supervision by the session leader.
- ❖ Members of staff must ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- ❖ Members of staff will not use their personal mobile phones for taking photographs of children.
- ❖ Parents and visitors are requested not to use their mobile phones whilst on the premises. Visitors will be advised that they may use their mobile phone if necessary, in the office area, where there are no children present and they can be supervised by a member of staff at all times.
- ❖ As the building does not have a telephone landline, the leader of the session will carry a designated mobile phone belonging to the setting which will contain the emergency contacts for the children and staff. The phone will only be used for pre-school business and personal use is not permitted.
- ❖ Members of staff must not bring their own cameras or video recorders into the setting.
- ❖ Photographs and recordings of children are only taken for valid reasons, i.e., to record their learning and development, or for displays within the setting.
- ❖ Photographs or recordings of children are only taken on equipment belonging to the setting.
- ❖ Camera and video use is monitored by the setting manager.
- ❖ Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- ❖ Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Forms).

Monitoring and Review

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

This policy links in with the following EYFS key themes and commitments:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and Well Being	2.1 Respecting each other 2.2 Parents as Partners 2.4 Key Person	3.1 Supporting every child	

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the Spring Term of 2026

Signed: *Sharon Bennett*

Dated: February 2026 This policy will be reviewed in the Spring Term of 2028

