



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

[Nappy Changing Policy](#)

[Policy Statement](#)

At The Butterfly Rooms, we are committed to ensuring all children's personal care needs are met in a safe, hygienic, and respectful manner, in line with the Early Years Foundation Stage (EYFS) statutory welfare requirements (2025/2026).

We welcome all children regardless of their stage of toilet training and work in partnership with parents and carers to support each child's transition to independence. We recognise toileting as an important aspect of children's personal, social and emotional development, and individual needs, including medical or developmental requirements, are always taken into account.

We ensure that all nappy changing procedures promote children's dignity, privacy, safeguarding, hygiene and emotional wellbeing.

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Intimate Care Policy (where applicable)
- Whistleblowing Policy

[Procedures](#)

[Responsible Care and Monitoring](#)

All children in nappies are checked regularly and at least every 30 minutes.

Nappies are changed:

- At least every three hours, or
- Immediately when soiled, wet, or uncomfortable, or
- In accordance with parental instructions or individual care plans

All nappy changes are recorded to ensure transparency and continuity of care.

[Safeguarding, Supervision and Ratios](#)

Nappy changing takes place in a designated hygienic area.

Children are never left unattended during changing.

Staff maintain appropriate supervision at all times, ensuring safeguarding procedures are followed.

Practitioners remain within sight or hearing of colleagues in line with EYFS requirements.

Dignity, Privacy and Respect

Children's privacy is respected at all times while maintaining safe supervision.

Staff use a calm and reassuring approach and communicate with the child throughout.

Language used is positive and respectful.

Staff must never make negative or inappropriate comments about a child's body or bodily functions.

Hygiene and Infection Control

Staff follow strict hygiene procedures, including:

- Wearing disposable gloves and aprons
- Cleaning and disinfecting changing areas before and after use
- Safe disposal of waste

Each child has their own nappies and wipes, stored hygienically and clearly labelled.

Children and staff must wash hands thoroughly after each change.

Supporting Independence and Toilet Training

Children are supported to develop independence in line with their developmental stage.

From around two years of age, children are gently encouraged to use a potty or toilet when they are ready.

Toilet training is child-led and never forced.

Older children are supported to use the toilet independently, with assistance when needed.

Promoting Learning and Wellbeing

Nappy changing is used as an opportunity to support:

- Communication and language development
- Positive relationships
- Awareness of self-care

Children are encouraged to participate where appropriate and develop good hygiene habits.

Safe Handling and Staff Wellbeing

Appropriate equipment is used to ensure the safety of both children and staff.

Lower-level changing may be used where necessary for safer manual handling.

All relevant risk assessments are followed.

Sustainable Practice

Where possible, the setting supports environmentally responsible practices, including reusable nappies and biodegradable wipes.

Disposal of Waste

Disposable nappies are sealed and disposed of in designated bins.

Cloth nappies and soiled clothing are double-bagged and returned to parents or carers.

Staff Training and Suitability

All staff involved in personal care receive training in safeguarding, hygiene and intimate care practices.

Training is regularly updated in line with EYFS requirements.

Students and unqualified staff are supervised when undertaking personal care routines.

Duty of Care and Safeguarding Concerns

Leaving a child in a wet or soiled nappy for prolonged periods may constitute neglect and will be treated as a serious concern.

Any concerns about practice must be reported immediately in line with safeguarding procedures and the Whistleblowing Policy.

Monitoring and Review

This policy is reviewed regularly to ensure compliance with current legislation, EYFS updates and best practice guidance.

This policy was adopted by

The Butterfly Rooms (Incorporating
Woodlands) Ltd

On

04th June 2026

Date to be reviewed

04th July 2027

Signed on behalf of the Management committee

A.Thompson

Name of signatory

Miss Aimee Thompson
