



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 Statement

At The Butterfly Rooms, we welcome all children, regardless of their stage of toilet training. We work collaboratively with parents and carers to support each child's transition to independent toileting, unless medical or developmental factors suggest a different approach is more appropriate.

We provide a hygienic, respectful, and supportive environment for nappy changing, ensuring every child's dignity, safety, and well-being are upheld. Toilet training is recognised as an important self-care skill, and children receive gentle encouragement in developing independence at their own pace.

This policy is cross-referenced with our Safeguarding and Child Protection Policy and Whistleblowing Policy.

Procedures

Responsible Care

- All childcare practitioners monitor and change nappies at regular intervals (every three hours), or sooner if a child has soiled, their nappy is full, or a parent/carer requests more frequent changes.
- Children in nappies are checked every 30 minutes. All changes are recorded digitally or on a nappy chart for transparency.

Encouraging Independence

- From around two years old, children are gently encouraged to use the potty or toilet during nappy changes when they feel comfortable—never forced.
- Older children are supported to use the toilet independently, with staff available to assist when needed.

Dignity, Privacy & Supervision

- Nappy changes are carried out in a private but supervised area, ensuring children are never out of sight or hearing of staff.
- Staff ensure the process is respectful, calm, and reassuring, maintaining each child's dignity.

Hygiene & Safety

- Each child has their own supply of nappies, pull-ups, and wipes, stored hygienically.
- Staff wear disposable gloves, clean changing surfaces before and after use, and follow strict hygiene protocols.
- Children are never left unattended during changing.
- Where necessary, children may be changed on a lower level for safety, particularly for staff with manual handling concerns.

Respectful Interaction

- Nappy changes are approached as a relaxed, supportive activity.
- Staff avoid negative comments about nappy contents and never make inappropriate remarks about children's bodies.

Promoting Self-Care Skills

- Children are encouraged to show interest in toileting by sitting on the potty/toilet, watching peers, or engaging in conversation.
- Hand hygiene is prioritised—children wash their hands with antibacterial soap and are encouraged to explore water play.

Sustainable Practices

- Where possible, we support eco-friendly nappy solutions, including biodegradable wipes and sustainable nappies.

Hygienic Disposal

- Disposable nappies and pull-ups are disposed of responsibly.
- Cloth nappies or soiled clothing are double-bagged and returned to parents.

Staff Training

- All staff involved in personal care receive regular training in hygiene, safeguarding, and respectful care practices, in line with EYFS 2025 requirements.

Duty of Care

- Leaving a child in a wet or soiled nappy may constitute neglect and will be treated as a disciplinary concern.
- Any concerns about inappropriate practice must be reported in line with our Whistleblowing Policy.

This policy was adopted by

The Butterfly Rooms (Incorporating
Woodlands) Ltd

On

7th July 2025

Date to be reviewed

7th July 2026

Signed on behalf of the Management committee



Name of signatory

Miss Aimee Thompson