NAPPY CHANGING POLICY

At Wibli Wobli Nursery we aim to support children's care and welfare on a daily basis in line with their individual needs. All children, including those up to 12 years old who may require support with personal care, need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Wherever possible, each child's key worker will change nappies according to the child's individual needs and requirements. This includes any children up to 12 years old who may still require nappy or continence support due to developmental or medical needs.

Our procedures meet best practice identified by the Infection Prevention and Control Guidance for Childcare Settings in Wales.

We will enable a two-way exchange between parents and key workers so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs.

When developmentally appropriate, we work closely with parents/carers to sensitively support toilet training in a way that suits the individual needs of the child and ensures consistency between home and nursery.

We will use appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation and serving areas and children's play areas
- Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded. Disposable towels/roll are placed on top of the changing mat for added protection
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a 'nappy sack' or plastic bag before being placed in the bin. Bins are foot-pedal operated, regularly emptied and always at the end of the day and placed in an appropriate waste collection area.
- We ask that where any non-prescribed creams are needed e.g. Sudocrem that these are supplied by the parent/carer and clearly labelled with the child's name. Prior written permission is obtained from the parent. When applying creams for rashes, a gloved hand is used.

Staff changing nappies will:

- Use a new disposable apron and pair of gloves for each nappy change and always wash hands before and after using gloves.
- Clean, disinfect and dry mats thoroughly after each nappy change; disposable towels/roll must be discarded after each nappy change.
- Ensure they have all the equipment they need and access to fresh water before each nappy change.
- Keep nappy bags, gloves and aprons out of reach of babies and children

Reusable nappies

The procedures above are followed where children wear useable nappies, in addition we:

- Ask the parents for a demonstration for fitting the nappy correctly
- Dispose of any soiling by flushing straight down the toilet
- Dispose of the reusable nappies liner, and place in a nappy bag (and disposed of as per disposable nappies in a nappy bin)
- Store the used nappies in a sealable wet bag (including a waterproof interior and sealed prevents any smells escaping) away from children
- Provide the parents with the wet bag at the end of the day to clean the used nappies.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key worker system in the nursery and ensuring all parents understand how this works
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensuring that the nappy changing area is inviting and stimulating and changed regularly to continue to meet children's interests
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks
- Training all staff in the appropriate methods for nappy changing
- Ensuring that no child is ever left unattended during the nappy changing time
- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted and that students only change nappies with the support and close supervision of a qualified member of staff
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing
- Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education as laid out in the parent and carers as partners policy. This is essential for any intimate care routines which may require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensuring all staff have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the child safeguarding policy
- Balancing the right for privacy for the children with the need for safeguarding children and adults by making sure intimate care routines do not take place behind closed doors
- Cameras, tablets and mobile phones are not permitted within toilets and intimate care areas
- Operating a whistleblowing policy to help staff raise any concerns relating to their peers or managers; and helping staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery

- Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines
- Conducting regular risk assessments of all aspects of nursery operations including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.
- Nappy changing is carried out at regular intervals throughout the day to ensure children's comfort, hygiene, and wellbeing. Where possible, nappy changing is avoided during busy arrival and drop-off times to maintain smooth transitions and appropriate supervision.
- Preschool children are supported through free-flow access to the toilets and are encouraged to use the toilet independently in line with their stage of development.

Use of potties

Potties are stored for use in the toilet area. Staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac and put away immediately. Children need to wash their hands after using the potty.

Nappy Changing During Outdoor Learning

Where children are engaged in outdoor learning experiences, the nursery will ensure that children's care needs continue to be met safely and appropriately.

- Nappy changing will only take place outdoors where suitable, hygienic and private facilities are available.
- Where appropriate facilities are not available outdoors, children will be taken indoors to be changed in the designated nappy changing area.
- All hygiene procedures outlined in this policy will be followed at all times, including the use of gloves, aprons, appropriate cleaning materials and safe disposal of waste.
- Staff will ensure that children's dignity and privacy are maintained at all times during outdoor learning experiences.
- Risk assessments will be carried out to ensure that nappy changing and intimate care needs can be met safely during outdoor provision.

General

If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines please see the manager at the earliest opportunity.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

POLISI NEWID CEWYNNAU

Ym Meithrinfa Wibli Wobli ein nod yw cefnogi gofal a lles plant yn ddyddiol yn unol â'u hanghenion unigol. Mae angen i bob plentyn, gan gynnwys y rhai hyd at 12 oed a allai fod angen cymorth gyda gofal personol, ddod i gysylltiad â gofalwyr cyfarwydd a chyson er mwyn sicrhau y gallant dyfu'n hyderus a theimlo'n hyderus. Lle bynnag y bo modd, bydd gweithiwr allweddol pob plentyn yn newid cewynnau yn ôl anghenion a gofynion unigol y plentyn. Mae hyn yn cynnwys unrhyw blant hyd at 12 oed a allai fod angen cymorth cewynnau neu ymataliaeth arnynt o hyd oherwydd anghenion datblygiadol neu feddygol.

Mae ein gweithdrefnau'n bodloni'r arfer gorau a nodwyd gan y Canllawiau Atal a Rheoli Heintiau ar gyfer Lleoliadau Gofal Plant yng Nghymru.

Byddwn yn galluogi cyfnewid dwyffordd rhwng rhieni a gweithwyr allweddol fel bod gwybodaeth yn cael ei rhannu am newid cewynnau a hyfforddiant toiled mewn ffordd sy'n addas i'r rhieni ac yn diwallu anghenion y plentyn.

Pan fo'n briodol yn ddatblygiadol, rydym yn gweithio'n agos gyda rhieni/gofalwyr i gefnogi hyfforddiant toiled yn sensitif mewn ffordd sy'n addas i anghenion unigol y plentyn ac yn sicrhau cysondeb rhwng y cartref a'r feithrinfa.

Byddwn yn defnyddio cyfleusterau dynodedig priodol ar gyfer newid cewynnau sy'n bodloni'r meini prawf canlynol:

- Mae cyfleusterau ar wahân i ardaloedd paratoi a gweini bwyd a mannau chwarae plant
- Mae gan fatiau newid orchudd plastig wedi'i selio ac fe'u gwirir yn aml am graciau neu rwygiadau. Os canfyddir craciau neu rwygiadau, caiff y mat ei daflu. Rhoddir tywelion/rholiau tafladwy ar ben y mat newid am amddiffyniad ychwanegol
- Mae cewynnau glân yn cael eu storio mewn lle glân a sych; rhoddir cewynnau budr mewn 'sach cewynnau' neu fag plastig cyn eu rhoi yn y bin. Caiff biniau eu gweithredu â phedal troed, eu gwagio'n rheolaidd a bob amser ar ddiwedd y dydd a'u rhoi mewn ardal casglu gwastraff briodol.
- Gofynnwn, lle mae angen unrhyw hufenau heb eu rhagnodi e.e. Sudocrem, fod y rhain yn cael eu cyflenwi gan y rhiant/gofalwr a'u labelu'n glir gydag enw'r plentyn. Ceir caniatâd ysgrifenedig ymlaen llaw gan y rhiant. Wrth roi hufenau ar gyfer brechau, defnyddir llaw â maneg.

Bydd staff sy'n newid cewynnau yn:

- Defnyddio ffedog tafladwy newydd a phâr o fenig ar gyfer pob newid cewynnau a golchi dwylo bob amser cyn ac ar ôl defnyddio menig.
- Glanhau, diheintio a sychu matiau'n drylwyr ar ôl pob newid cewynnau; rhaid cael gwared ar dywelion/rholiau tafladwy ar ôl pob newid cewynnau.
- Sicrhau bod ganddyn nhw'r holl offer sydd ei angen arnyn nhw a mynediad at ddŵr ffres cyn pob newid cewynnau.
- Cadw bagiau cewynnau, menig a ffedogau allan o gyrraedd babanod a phlant

Cewynnau ailddefnyddiadwy

Dilynir y gweithdrefnau uchod lle mae plant yn gwisgo cewynnau defnyddiadwy, yn ogystal â hyn rydym yn:

- Gofyn i'r rhieni am arddangosiad o sut i ffitio'r cewynnau'n gywir
- Cael gwared ar unrhyw faw trwy ei fflysio'n syth i lawr y toiled
- Cael gwared ar y leinin cewynnau ailddefnyddiadwy, a'i roi mewn bag cewynnau (a'i waredu fel cewynnau tafladwy mewn bin cewynnau)
- Storio'r cewynnau a ddefnyddiwyd mewn bag gwlyb y gellir ei selio (sy'n cynnwys tu mewn gwrth-ddŵr ac wedi'i selio i atal unrhyw arogleuon rhag dianc) i ffwrdd o blant
- Rhoi'r bag gwlyb i'r rhieni ar ddiwedd y dydd i lanhau'r cewynnau a ddefnyddiwyd.

Rydym am sicrhau diogelwch a lles y plant wrth iddynt gael eu newid a'u diogelu rhag unrhyw niwed posibl yn ogystal â sicrhau bod yr aelod staff dan sylw yn cael ei gefnogi'n llawn ac yn gallu cyflawni ei ddyletswyddau'n ddiogel ac yn hyderus. Ein nod yw cefnogi pob parti drwy'r camau gweithredu canlynol:

- Hyrwyddo perthnasoedd cyson a gofalgar drwy'r system gweithwyr allweddol yn y feithrinfa a sicrhau bod pob rhiant yn deall sut mae hyn yn gweithio
- Defnyddio'r amser un-i-un hwn fel cyfle allweddol i siarad â phlant a'u helpu i ddysgu, e.e. drwy ganu a dweud rhigymau yn ystod y newid
- Sicrhau bod yr ardal newid cewynnau yn groesawgar ac yn ysgogol ac yn cael ei newid yn rheolaidd i barhau i ddiwallu diddordebau plant
- Sicrhau bod gan bob aelod o staff sy'n newid cewynnau wiriadau DBS uwch addas
- Hyfforddi pob aelod o staff yn y dulliau priodol ar gyfer newid cewynnau
- Sicrhau nad oes unrhyw blentyn byth yn cael ei adael heb oruchwyliaeth yn ystod yr amser newid cewynnau
- Sicrhau nad yw staff yn newid cewynnau tra'n feichiog nes bod asesiad risg wedi'i drafod a'i gynnal a bod myfyrwyr ond yn newid cewynnau gyda chefnogaeth a goruchwyliaeth agos aelod cymwys o staff
- Cynnal sesiynau sefydlu trylwyr i bob aelod o staff newydd i sicrhau eu bod yn gwbl ymwybodol o holl weithdrefnau'r feithrinfa sy'n ymwneud â newid cewynnau
- Sicrhau bod gweithdrefnau hylendid yn cael eu dilyn yn briodol, e.e. golchi dwylo cyn ac ar ôl newid cewynnau a glanhau matiau newid cyn ac ar ôl pob defnydd
- Dilyn gweithdrefnau trwy gyfarfodydd goruchwylio ac asesiadau i nodi unrhyw feysydd i'w datblygu neu hyfforddiant pellach
- Gweithio'n agos gyda rhieni ar bob agwedd ar ofal ac addysg y plentyn fel y nodir yn y polisi rhiant a gofalwyr fel partneriaid. Mae hyn yn hanfodol ar gyfer unrhyw drefn gofal personol a allai fod angen hyfforddiant neu gefnogaeth arbenigol. Os oes angen cefnogaeth benodol ar blentyn, bydd y feithrinfa'n trefnu cyfarfod gyda'r rhiant i ddarganfod yr holl wybodaeth berthnasol sy'n ymwneud â hyn er mwyn galluogi'r staff i ofalu am y plentyn yn llawn a diwallu eu hanghenion unigol

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf

27/10/2026	*L.George*	*10/2027*