



Pyrford Church of England Primary Academy Trust

NAPPY CHANGING POLICY

Approval Date: 14 March 2017

Review Date: Spring 2019



Pyrford Church of England Primary School Academy Trust

Summary Statement of Intent

The Academy Trust was incorporated in November 2013.

Academy Members and Trust Directors acknowledge that Academy trusts are companies limited by guarantee and exempt charities. The Members and Trust Directors are subject to the duties and responsibilities of charity trustees and company directors, as well as any other conditions that are agreed with the Secretary of State. Members and Trust Directors recognise that these responsibilities are mutually reinforcing, to ensure the proper governance and conduct of the trust.

The key requirements are reflected in the Trust Articles of Association, the DFE funding agreement and the guidance of the Academies Financial Handbook. Members and Trust Directors accept the Charity Commissioners' guidance as to their statutory duties as company directors, which are set out in the Companies Act 2006. Members and the Trust Directors will incorporate the seven principles of public life in their decision making and demonstrate the proper stewardship of public funds for ensuring economy, efficiency and effectiveness in their use - the three key elements of value for money.

The Trust Directors are responsible for the strategic management of the school. This includes the Christian ethos of the school; its strategic vision and direction; annual budgets; senior staff appointments; and policy changes. Operational management is the responsibility of the headteacher and staff. It is carried out at a number of levels: i.e. Senior Leadership team, the Inclusion Manager and middle leaders.

The roles and responsibilities of the Trust Directors have been delegated to two committees: Efficiency, covering Finance, Personnel, Premises and Health and Safety; and Effectiveness, covering Standards and Curriculum, Safeguarding, Ethos and Admissions.

School* policies are developed by senior members of staff, to reflect both the strategic direction agreed by Trust Directors and also the statutory and recommended policies appropriate to the school. These policies are approved and adopted by the Trust Directors, and implemented as procedures and systems by the Senior Leadership Team and other designated members of staff. These policies are available on the website and at the school.

**Where 'school' is referred to this encompasses Squirrels Nursery of Pyrford Primary.*



We wish to include all children in our setting and understand that children arrive at Nursery at different stages in their development and that some children may still be in nappies or trainer pants. We work with parents towards toilet training, unless there are any medical or developmental reasons why this would be inappropriate, respecting any cultural or religious sensitivities regarding toileting and intimate care.

This policy is to be read in conjunction with our School Intimate Care policy.

In order to care for the children's physical needs we ask that parents/carers:

- Make sure that wherever possible children arrive at pre-school wearing a clean nappy or trainer pants.
- Provide nappies, cream, wipes and bags for soiled nappies so that if it is necessary to change the child their individual needs can be met.

In the event of it being necessary to change a child's nappy, the following procedures will be followed:

- Only a person with an enhanced DBS will change children's nappies or trainer pants.
- Children's nappies or pants will be changed in a private, designated area which complies with Health and Safety regulations
- Although this area is private, the member of staff can still be easily seen and heard by other staff members
- The designated changing unit and mat will be cleaned before and after a child is changed with a suitable anti-bacterial cleaner
- A child will never be left alone on the changing mat and support will be given to climb the steps if appropriate.
- Staff will wear clean disposable gloves and plastic aprons for each child
- Appropriate hand washing facilities will be available for the adult and the child and hands will be washed using anti-bacterial soap and dried thoroughly with a paper towel after completing the procedure
- Nappies are disposed of in line with our Health and Safety policy.
- Staff will promote independence suitable to the age and stage of the individual child's development.