

 <p><b>Rotorua Childcare Centre Inc</b></p>	<b>Policy</b>
	<b>Policy Category: Premises and Facilities</b>
	<b>Date Created: February 2020</b>
	<b>Date reviewed: 4 April 2023</b>
	<b>Policy Name: Nappy Changing Facilities Policy</b>

The purpose of this operational policy is to ensure the safe provision of facilities for children and adults by meeting Licencing Criteria **PF25** and **PF26**.

## Position Statement

Our Centre provides nappy changing facilities that are safe, functional and hygienic for the children and adults at the Centre. As an employer we have a primary duty of care to provide a work environment and practices in place that reduce risk to health and safety under the Health and Safety at Work Act 2015.

## Issue Outline

To ensure the nappy changing facilities are safe, hygienic and appropriate for both the child(ren) being changed and the adults who are changing them (Health and Safety at Work Act 2015), minimising risk to both.

We aim to uphold the health and wellbeing of children by ensuring that there are suitable facilities and practices for washing children who vomit or soil themselves, reducing the risk of cross infection.

## Detail

1. The nappy changing facility is of a suitable height and construction to ensure safety and hygiene
2. The facilities are kept free from hazards, maintained and in good repair
3. Procedures are in place to keep the area clean
4. The facility includes suitable storage space
5. The nappy changing area promotes independence, provides some privacy but can be seen from another area of the service
6. The facility is next to a hand washing area and provides for washing soiled children comfortably
7. The area is away from food preparation and play areas
8. Children are able to safely climb onto the changing facility independently or lifted by the teacher.

## Alignment with Other Policies

- Nappy Changing Policy
- Child Protection Policy
- Teacher/Staff Safety Checking Policy
- Washing Sick/Soiled Children Procedure
- Laundry Procedure

- **Relevant Background (including Legislation/Regulation/ Licensing references)**

Licensing Criteria 2008, Health and Safety, Child Health and Well-Being:

- **PF25:** There are safe and stable nappy changing facilities that can be kept hygienically clean. These facilities are located in a designated area near to hand-washing facilities, and are adequately separated from areas of the service used for play or food preparation to prevent the spread of infection. The design, construction, and location of the facilities ensure that:
  - They are safe and appropriate for the age/weight and number of children
  - needing to use them
  - Children’s independence can be fostered as appropriate
  - Children’s dignity and right to privacy is respected
  - Some visibility from another area of the service is possible
- **PF26:** There are suitable facilities provided for washing sick or soiled children and a procedure outlining how hygiene and infection control outcomes will be met when washing sick and soiled children
  - A procedure outlining how the service will ensure hygiene and infection control outcomes are met when washing sick and soiled children (related to clause 45(1)(a)(ii) of standard)
- Health and Safety at Work Act 2015.

## **Impacts of Policy on Teachers/Staff, Parents, Children**

This policy aims to ensure the child’s safety, independence and dignity while using the facilities and prevent spread of infection. The policy minimises the risk of teacher/staff injury due to lifting heavy children.

## **Alignment with the Centre Philosophy**

This policy ensures a safe environment in alignment with our Centre Philosophy.

## **Implications and/or Risks**

Following this policy significantly reduces the risk of this Centre failing to meet legal requirements under the Licensing Criteria 2008. The employer has a primary duty of care to provide a work environment and practices in place that reduce risk to health and safety under the Health and Safety at Work Act 2015.

## **Implementation**

Clear procedures have been developed and staff trained to follow them.

## **Review**

This policy will be reviewed annually or when there is a significant change in the area of the policy topic.

<b>Authorised:</b>	
<b>Date:</b>	April 2023
<b>Review Date:</b>	April 2024
<b>Consultation Undertaken:</b>	Emailed Board, Teachers via staff room notice board and parents via foyer notice board and storypark.

