

NAPPY CHANGING AND TOILETING POLICY



No child is excluded from our Nursery for the reason of not yet being toilet trained or for still wearing nappies or the equivalent. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time. This policy is linked to health and safety, hygiene, inclusion, safeguarding and medicines policies.

Nursery fees do not include nappies, creams and wipes.

Parents are asked beforehand to provide a supply of nappies, creams and wipes.

The children's nappies will be kept in named drawers or named bags.

Nappies are checked at regular intervals and are also changed throughout the sessions as required. Changes are recorded on a record sheet.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. All children are free to go to the toilet at any time during the session and adult help or supervision is there if needed. A non-slip step will be available in each toilet area. Staff will be working with parents towards training children when they are ready. In order to ensure high standards of care and safety the following guidelines must be followed.

- Only persons with suitable DBS clearance will be allowed to change or toilet children.
- All members of staff will inform another member of staff in the setting prior to taking a child to be changed or to use the toilet.
- Key carers have a list of children's toileting needs and preferred procedures.
- The changing area is warm and safe.

- Key carers will take the child's bag along to the nappy changing area with them, to ensure they have everything to hand when changing children.
- Gloves are put on before each change and the area prepared.
Gloves must be worn at all times when changing nappies, dealing with toileting accidents, clearing up vomit or dealing with blood. This is for staff's own protection as well as for the children's.
- The changing mat is wiped with anti- bacterial spray in between each change.
- Record nappy change details on the nappy change sheet.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Key carers ensure that nappy changing is relaxed and a time to promote independence in young children
- Young children are encouraged to take an interest in using the toilet.
- Children are encouraged to wash their hands
- Key carers are gentle when changing; they avoid pulling faces or making comments about "nappy contents".
- Nappies or pull ups are disposed of in a tied nappy bag, that is then placed into the nappy bin and emptied at the end of the day, or more frequently as required.
- Any clothing that has been soiled will be bagged for the parents to take home.
- If young children are left in wet or soiled nappies/clothes whilst in the setting, this may constitute neglect and will be a disciplinary matter. We have "a duty of care" towards children's personal needs.

Potty training procedure

- Always make sure you have everything you need before starting.
- Always make sure child is not allergic to any products.
- Always wear disposable gloves provided when supervising potty/ training seat use, be aware of child's independence skills.
- Wipe down potty with anti-bacterial spray and place on floor.

- Talk with child if appropriate, respect child's dignity and modesty.
- Flush contents down the toilet.
- Always spray the potty/seat with the anti-bacterial spray when finished.
- Always discard the disposable gloves in the nappy bins when finished.
- Always wash your hands using the anti-bacterial soap provided, encourage child to wash hands so that good hygiene practices are started.

A shortened quick reference version of this policy is displayed in the changing area reminding staff of key points to consider during a nappy change.