



Nappy Changing & Toileting Policy

We recognise that children reach developmental milestones at different chronological ages. All children will therefore be welcomed, regardless of their progress towards being fully toilet trained.

The following policy outlines procedures and considerations for nappy changing or when changing a child who is not fully toilet trained. We view toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of staff.

Hygienic nappy changing practice and effective decontamination of equipment and the environment is vital to reduce the risks of transmitting infection to children and staff.

Responsibilities

Staff will ensure children feel safe and secure throughout the activity and that they are respected and valued as individuals.

Children have a right to privacy and dignity when their needs are being met and staff will ensure this is maintained at all times. The quality of the child's experience is paramount during this time.

Nappy changing will be a nurturing experience and can play an important part of in the process of building a positive relationship between the adult and child.

Staff will make eye contact with the child, communicate with the child and offer praise and encouragement throughout the experience.

Staff will ensure that nappies are changed regularly throughout the day and promptly after soiling.

A record will be kept by the staff member of changing times and any observations such as nappy rash or loose movements etc. This information should be shared with the parent/carer when the child is collected.

Staff will encourage children who are toilet trained, to access the toilet when required, independently.

Staff will encourage independence, however will be on hand to help and support with wiping, spillages and hand washing.

All staff involved in these procedures will have a full disclosure check as part of the Protection of Vulnerable Groups (PVG) scheme.

Equipment, Environment and Procedures

Nappies

Children will be changed in a warm, well ventilated, designated changing area which allows privacy for the child, has access to appropriate temperature running water, and has surfaces which can be easily wiped down and disinfected.

The changing area has appropriate facilities and is separate from the playroom and away from food preparation areas, serving and laundry areas.

A nappy changing unit will be used when changing young children. For older

children or for the Health & Safety of the staff member, a clean, intact, wipe able changing mat placed on the floor may be used.

The safety of children must be paramount and no child should be left unsupervised on a changing unit.

Staff involved in nappy changing should wash and dry their hands thoroughly before starting changing procedures and PPE (gloves and apron) which should be changed between attending to each child, as well as between dirty and clean nappies.

Hand sanitisers or alcohol based hand rubs are not a substitute for hand washing, but can be used as an interim, but hands must be washed as soon as reasonably possible.

Water based wipes, water and disposable cloths should be used to clean the child, always wiping from front to back.

Children should be encouraged to wash their hands to help establish good hygiene habits.

After changing, the child should be dressed and returned to the playroom.

Potty Training

Where children are participating in potty training, the children's toilets will be used to allow privacy and ease of emptying potties.

Children should become familiar with the toileting area to develop confidence and familiarity with the environment.

Children should be given the opportunity to use the toilet independently or be given assistance as required.

All children will be encouraged to adopt good personal hygiene habits.

Storage, Hygiene & Disposal

Each child's supply of clean nappies and any creams etc. will be stored in their bag and easily accessible to the changing area.

These items will be kept solely for the individual child's use and staff should inform the parent/carer when supplies need to be topped up.

Used disposable nappies will be securely sealed in a nappy sack and placed in a lidded bin designated for the purpose.

The bin will be lined with a waste bag and this should be removed to the appropriate outdoor waste bin at regular intervals and every night.

A separate bin will be provided for the disposal of paper towels.

If a child's clothes have been soiled or where reusable nappies are used any solid waste should be flushed down the toilet.

Soiled items will be double bagged and labelled before storing in the designated area away from clean items for collection by the parent/carer.

The member of staff should ensure that the changing mat/unit and any touched surfaces are left clean and disinfected with non-antibacterial surface cleaner.

Where potties are used they should be cleaned thoroughly after use in a

separate area from that used for hand washing.

They should be cleaned using a non-antibacterial cleaner and then stored upside down out of reach of children.

Before Returning to the Playroom

Staff will remove their PPE disposing of them appropriately and wash and dry hands thoroughly once more.