



Nappy Changing & Toilet Training Policy

Written by: Phern Beale
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Amended: Wendy Precious July 2020, Oct 2021
Next review: Oct 2021
Amended: Simone Pattison March 2022
Reviewed: 16th May 2023

Policy statement

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents/carers towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. This policy is linked to health and safety, hygiene, inclusion and equality, safeguarding and child protection and medicines policy.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concerns of all the Pre-School staff.

Aims

- To ensure that children in our care are comfortable and happy at all times.
- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to Practitioner who are required to change children.
- To assure parents/carers that Practitioner are knowledgeable about personal care and that their individual concerns are taken to account.
- To protect children from discrimination and ensure inclusion of all.

Basic Principles

At Mulberry Pre-School Practitioners will bear in mind the following key principles when changing a child's nappy:

- Children have the right to feel safe and secure.
- Children will be respected as individuals.
- Children have the right to privacy and dignity.

- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures.

To ensure that children are comfortable and happy, children will be changed as and when needed but at least 3 times a day (morning, lunch and afternoon).

Safeguarding

It is important that children are changed in a reassuring and caring way preferably by their Keyperson or Co-Key. Furthermore, it is important that we signal our intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what is going to happen, as appropriate to their development. This helps to give the children the important message that not just anyone can pick them up, take them off and undress them.

- Only persons with a suitable Disclosure and Barring service (DBS) clearance will be allowed to change or toilet-train children.
- Practitioners should always change children in the nappy changing room which, whilst allowing for privacy is not closed off. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices.
- 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.
- The changing area is warm and safe.
- 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.
- If Practitioners have a safeguarding concern while changing a child's nappy, clothes or underwear, it must be recorded and reported immediately to the settings DSL (Simone Pattison) or DDSL (Rachel Duncombe).

Working with Parents/Carers

- We will work with Parents / Carers when developing a child's nappy routine.
- If a child has any disability or medical need that may affect the personal care routine, a Health Care Plan will be drawn up in consultation with Parents / Carers.
- Parents / Carers will be asked during settling in sessions whether or not they have any particular need, special words or actions used during their nappy changing procedure.

- Any significant observations made during a nappy changing procedure will be notified to the Parents/ Carers during handovers (for example, badly soiled nappy/strong urine etc.) and recorded in the care section of the child's tapestry.

Protection for Practitioner

As far as possible, the child's keyperson or co-key will carry out nappy changing procedures.

Protection for that person will be undertaken as follows:

- Practitioners are trained in good working practices which comply with health and Safety regulations.
- Each instance of intimate care will be recorded on the child's care diary by the adult who completed it. Details recorded will include:
 - What personal care was carried out
 - By whom and who was in the vicinity
 - The time and date it was completed
- To ensure the safe moving and handling of children, children will use 'steps' to independently climb onto the changing area, with support if needed.
- If a situation occurs that causes a Practitioner concern, a second member of staff will be called, and the incident reported to the Deputy Manager / Manager and recorded.

Changing procedures followed by Practitioner

- Where possible, the child's Keyperson or co-key will change the child's nappy. This helps build a bond between child and Keyperson.
- Prepare the changing mat by cleaning it with antibacterial spray.
- Children will be encouraged to collect their bag from their peg, containing their nappies and wipes.
- Ensure the following items are ready before changing a child's nappy; a clean nappy, wipes, a nappy sack and nappy cream if required (**NB** – where cream is used the child should have their named cream and written permission obtained by the parent.
- Wash and dry hands
- Put on gloves and apron. You should use a new set of gloves and apron for each nappy change.
- Place the child on a nappy changing mat or, if using steps, support the child if necessary to climb up the steps.
- Remove the child's clothing to access the nappy.
- Practitioners will then remove the child's nappy and clean the area, always from front to back using wipes and apply cream, if required, supplied by parents. The Practitioner must

ensure the child is clean and comfortable by putting on a clean nappy and clean set of clothes if required.

- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- The Practitioner must then wash the changing table with antibacterial spray.
- Soiled nappies will be placed into a tie handle bag, then placed into the designated nappy bin.
- The Practitioner must then place the used gloves and apron into the bin provided, wash their hands with antibacterial soap and running water, and then dry using the hand drier.
- The Practitioner will help the child to wash their hands using liquid soap and warm running water and then dry them using the air drier. Children will be encouraged to hang their bag back onto their peg.
- The Practitioner will complete the 'care' section within the child's tapestry record.

Toilet Trained / Training

- Practitioners will support children according to development needs to use the potty or toilet, ensuring they are comfortable, clean and dry and have washed and dried their hands afterwards.
- Practitioners will also ensure that potties are available for children being toilet trained. The contents will be flushed down the toilet and the potty will be cleaned with antibacterial cleaner after use.
- When supporting a child that needs to be changed, the practitioner will approach the child and explain that they need to clean and change them into some dry clothes.
- The practitioner will put on a clean pair of disposable gloves and an apron.
- Remove the wet/soiled clothes from the child.
- Clean the areas that need cleaning using baby wipes. The Practitioner will talk through with the child what they are about to do so that they are happy and understand. If a child is capable of doing so, they can help with the removal of clothing.
- Wet or soiled clothing will be put into a bag so that they can be sent home.
- The Practitioner will wash their hands using liquid soap, warm running water and dry them on a disposable paper towel.
- The Practitioner will help the child to wash their hands using liquid soap, warm running water and dry them using the air drier.
- The Practitioner will return to the changing area and clean the floor, if required with disinfectant and a mop.

Parental responsibilities

At Mulberry Pre-School, we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at Pre-School.
- The Pre-School requires Parents / Carers to supply nappies, wipes and sundries that will be used and applied as necessary.
- Parents / Carers understand that they will be asked to collect their child from pre-School if their child shows symptoms of illness or indicators of ill health (2 watery/loose stools in quick succession).
- We ask that children are only sent in pull ups if toilet training.
- Parents must send their children in with sufficient pants / trousers in case of toilet accidents.

Manager to sign and date: *SCPattison* 16th May 2023

Manager (print name): Simone Pattison