

Nappy Changing and Toileting Policy

Statement of intent

At **Once upon a time** we understand that all children are individuals and develop in different ways and at different paces. We respect the routines they have at home and with the help of parents, staff and most importantly the child's Key person, the child will be supported to establish a successful nappy changing and toileting routine at nursery.

We have a Safeguarding Policy in place which covers the use of taking photographs at nursery. No device which can take photographs is allowed in our changing/toilet areas.

Aim

We aim to make the experience of nappy changing and toileting, a positive experience for all children.

Methods

- ★ All our staff are DBS checked and we operate an open-door policy at this nursery – which means that no member of staff is ever totally on their own while changing a child.
- ★ Students who may be on placement at our nursery will also be DBS checked. Students will never change a child without the proper training and supervision by an experienced member of our team.
- ★ Parent volunteers are not permitted to help any child, other than their own, with toileting needs.
- ★ At the first meeting with parents, usually before a child starts to attend the nursery, we will establish the kind of support the child may need with nappy changing or toileting.
- ★ At times of transition between rooms, the new Key person will meet with the parents and the child's previous Key person to ensure continuity in meeting the child's needs with nappy changing or toileting.

Baby room

- ★ The child's Key person will discuss the child's personal nappy changing needs at the first meeting with parents.
- ★ Parents are asked to provide a daily supply of nappies, creams and wipes for their child's use at nursery – these should be brought in their nursery bag.
- ★ Parents will be asked to provide spare clothes daily in case of any nappy leaking accidents. These should be left in a bag on the child's peg. Any soiled clothing will be double bagged, where necessary, and sent home.
- ★ The nursery will also keep a supply of spare clothes for children to borrow if necessary.
- ★ Our changing area is private for the child, yet staff can be observed through the door leading into the changing area.
- ★ We keep our changing area hygienically clean and everything staff require to change a child will be accessible to them.
- ★ We aim to create a soothing atmosphere for the children at changing time. Lighting is soft and musical toys played, along with wall art for the children to focus on.
- ★ Nappy changing will be recorded on the child's daily sheet, indicating times of change and if a nappy was wet or soiled.
- ★ No member of staff will be allowed to change a child until they have been trained in our nappy changing procedure.

Toddler and Pre-school room

- ★ Parents are asked to provide a daily supply of nappies, creams and wipes for their child's use at nursery – these should be brought in their nursery bag.
- ★ Parents will be asked to provide spare clothes daily in case of any nappy leaking accidents. These should be left in a bag on the child's peg. Any soiled clothing will be double bagged, where necessary, and sent home.

- ★ Nursery will also keep a supply of spare clothes for children to borrow if necessary.
- ★ Our changing area is private for the child, yet staff can be observed through the door leading into the changing area and overheard by other staff members in the toilet and changing area.
- ★ Staff will support children and work with parents during potty training. We will work very closely with parents to help children to achieve this special step in their developmental progress.
- ★ Toileting accidents at nursery are always dealt with sympathetically and the child will be supported to try to 'get it right next time'.
- ★ Parents will need to provide extra underwear for their child and continue to provide wipes during potty training.
- ★ We aim to keep our toilet area bright, clean and child friendly. We provide potties and toilet seats where necessary. Our toilets are specially designed for small children to use.
- ★ Children will be encouraged to keep themselves clean at toileting times with the support of the staff at nursery. Children will be taught the importance of washing their hands after toileting.
- ★ For children who have additional needs, a toileting or changing routine will be drawn up by the child's Key person in partnership with the parents.

Nappy changing procedure

- Always talk with the child about the nappy changing procedure.
i.e. "should we change your nappy now?", "I'll just put you on the changing mat", and "all clean now!"
- Always wear disposable gloves.
- Always wear an apron.
- Dispose a wet nappy by directly placing it into the nappy bin.
- Dispose a soiled nappy by first placing it into a nappy sack and sealing it, then place into nappy bin.
- Use child's own wipes to clean.
- Use any creams provided by parents if needed.
- Children must **never** be left unattended on changing mats.
- After each nappy change, wipe down mat with anti-bacterial spray and dry with a paper towel.
- Remove gloves and dispose of in bin.
- Remove apron.
- Wash hands.
- Record nappy change on child's daily sheet.
- Only use nappies and creams from the child's own labelled changing bag.

This policy was adopted by Once upon a time nursery school

Date: 24 April 2014

Update on: 11 March 2024

Signed on behalf of the nursery

To be reviewed: Annually or sooner if any matters arise