



## NAPPY AND TOILET POLICY

### NAPPY CHANGING

We aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Babies and toddlers will have their nappies changed according to their individual needs and requirements by their key worker wherever possible.

Information will be shared between parents and key person about nappy changing and toilet training in a way that suits the parents.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavor to support all parties:

These procedures are to ensure the safety of both the children in our care and the Nursery staff:

- A child's nappy should be checked on arrival at the Nursery. If necessary it should be changed immediately.
- All children should be changed as and when needed, but at least 3 times daily, morning, lunch and afternoon. Whenever possible the child should be changed by their key person and NEVER by anyone who has not provided a satisfactory DBS. All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet) or S (soiled) and time of the nappy change.
- A child should be changed immediately if they soil their nappy or it becomes wet.
- Only staff with a valid DBS check will be permitted to change nappies.
- When changing a nappy, staff members have the choice to wear disposable gloves, if they choose not to wear gloves then they MUST make sure they wash their hands before they change the child. When using gloves they must be removed after every nappy change and disposed of in the yellow nappy bin provided. Aprons can be worn as a choice, when changing nappies.
- After changing a nappy, the mat must be sprayed with the anti-bac after every nappy change. (Please wash hands after each nappy change)
- Potties – staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use, staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac and put away immediately.
- Children need to wash their hands after using the potty, toilet and after having their nappy changed.
- Respect the parent/carer's choice of nappies for their child by ensuring staff are using the correct make and size of nappy. Only nappy creams brought in by the parent/carers for their own child (and named) may be used on the child.
- Should a member of staff have any concerns about a child they should follow the child protection procedures.
- Children must never be left unattended on the nappy changing mats/area.
- All nappies and wipes and gloves must be put into the yellow disposing bins provided.

## **TOILET TRAINING**

At The Lodge Day Nursery staff will work in partnership with parents and their child in starting the toilet training process. A lot of parents start thinking about toilet training when their child is between two and two-and-a-half, however we do take into consideration the child's development stage and whether we feel they are ready. Children are able to control their bladder and bowels when they're physically ready and when they want to be dry and clean. We will never force a child to begin toilet training if they are not ready, however we can encourage their interest and give them an awareness of what a toilet is used for. If parents would like to begin toilet training with their child we will work alongside them both supporting and encouraging their child to the best of our ability. We will advise parents to start when there are no great disruptions or changes to their family's routine as it's important to stay consistent, so we don't confuse the child. Staff will support the children by:

- Encourage the children to go to the toilet before and after meal times
- Some children may have regular toileting patterns (going at the same time each day) which staff will be aware of
- Not to make a fuss when they have an accident so they don't feel anxious and worried, and are more likely to be successful the next time
- Involve them in dressing and undressing to develop their independence, health and self-care skills
- Asking parents to put their child in clothes that are easy to pull up and down avoiding tight clothing or anything with buttons/belts. (Tights and jogging bottoms are brilliant)
- Giving lots of praise and encouragement

With regards to accidents we attempt to wash and dry your children's clothes before home time however this is not always possible due to the timing of the accident. If not and your child has a wetting accident, the underwear needs to be placed in a nappy sack and then into the child's bag or on their peg immediately. Any child having a bowel movement accident needs to be cleaned appropriately, if the underwear is badly soiled, place in a nappy sack and keep in the toilet area until parent collects explain to the parent the condition of the underwear giving them to choice of keeping the underwear or allowing the staff to dispose appropriately in the yellow bins. The same procedure applies with any garments soiled with blood.

**Amended - July 2023**