



# Nappy Changing and Toileting Policy

This policy was adopted at a meeting of:

**Torphins Playgroup Pre-School**

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On (*date*) .....

Signed ..... Designation .....

## Statement of Purpose

We recognise that children reach developmental milestones at varying chronological ages. All children will therefore be welcomed within the Early Learning and Childcare (ELC) setting 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.

This guidance is also relevant when attending to a child who requires a change of clothing. Throughout this guidance the term **parents** is used to include all main caregivers. 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 should be made aware, as part of the recruitment process, that they may be required to change nappies within the setting.

Staff should 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 should ensure this is maintained at all times. The quality of the child's experience is paramount during this time. Nappy changing should 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 should make eye contact with the child, communicate with the child and offer praise and encouragement throughout the experience.

In the event of a child experiencing distress or un-willingness to toilet or have their nappy changed, the child's parent will be contacted.

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

All staff have a responsibility to respond when a child is soiled in order to ensure prompt attention.

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 when the child is collected.

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

Duty parent helpers must not assist with the toileting or changing of children (unless it is their own) and may only support the children with handwashing. Please note this also applies to changing an item of a child's clothing when it has been soiled by water, paint, sand etc.

## Equipment and Procedures

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 must have appropriate facilities and should be separate from the playroom and away from food preparation areas, serving areas and laundry areas. Nappy changing areas should be designated for that use only. Guidance: **Space to Grow** - Section 02

Environment

Nappy changing will be done within the toileting area at Torphins Playgroup Pre-School.

The door to the toileting area will be kept open at all times. It may be kept ajar if a child is able to independently toilet themselves and requires privacy. It may be locked if in use by an adult.

A nappy changing unit which conforms to BSI 8 (see link to Care Inspectorate guidance below) will be used when changing babies and very young children. For older children a clean, intact, wipeable 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 should wear disposable gloves and apron which should be changed between attending to each child. Hand sanitisers or alcohol based hand rubs are not a substitute for hand washing.

Water based wipes or non-antibacterial soap from a hands-free dispenser, water and disposable cloths should be used to clean the child, always wiping from front to back. Parents shall be asked to supply their own choice of wipes.

A changing mat, antibacterial wipes and nappy sacks are kept in the bathroom.

Older babies and young 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.

Where children are participating in potty training, an area of the children's toilets will be screened off 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 and Disposal**

Each child's supply of clean nappies, spare clothing and any creams etc. will be stored in their rucksacks on their pegs clearly labelled with the child's name and easily accessible to the changing area.

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

Used disposable nappies will be securely sealed in a nappy sack and placed in a lidded nappy bin designated for the purpose. Used gloves and aprons should also be disposed of in the lidded nappy bin. The bin will be lined with a waste bag and this should be removed to the appropriate outdoor waste bin at the end of the session. 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 bagged before storing at the children's individual pegs away from clean items for collection by the parent.

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.

Finally, staff should remove their protective gloves and apron disposing of them appropriately and wash and dry hands thoroughly once more.

### **Monitoring of this Policy**

It will be the responsibility of the Manager to ensure that new or temporary staff are familiar with these procedures and to monitor that they are being implemented by all staff.

This will be achieved by regularly inspecting the changing area for cleanliness and supplies and ascertaining whether the appropriate records are being maintained and parents kept informed. To aid the consistent implementation of this policy a flowchart of steps to be followed when nappy changing will be displayed within the changing area and also within the playroom for parental information.

**See also:**

Infection Control Policy  
Child Protection Policy  
Health and Safety Policy

**Links to national policy:**

Health and Social Care standards: My support, my life  
1.0, 1.4, 1.19, 2.2, 4.11, 5.2, 5.4

**Find out more:**

<https://www.gov.scot/Resource/0042/00423979.pdf>

<http://www.gov.scot/Topics/People/Young-People/gettingitright/lead-professional>

<https://hub.careinspectorate.com/media/745591/nappy-changing-guidance-for-early-years-and-childcare-services-june-2018.pdf>

<https://hub.careinspectorate.com/media/745591/nappy-changing-guidance-for-early-years-and-childcare-services-june-2018.pdf>

<http://hub.careinspectorate.com/media/108777/lts-pre-birth-to-three-guidance.pdf>

<http://hub.careinspectorate.com/media/726344/infection-prevention-and-control-daycare-and-childminding-settings-2018.pdf>

<https://www.hps.scot.nhs.uk/resourcedocument.aspx?id=6606>

<https://hub.careinspectorate.com/media/549001/space-to-grow.pdf>