

NAPPY CHANGING AND TOILETING POLICY

Introduction

Nappy changing and toileting are private and intimate procedures for a baby/child and a time for enhancing the relationship between parent/carer or staff and child. Staff at the Nursery will respect the child's feelings, including fears, about toileting and work in partnership with parents/carers to ensure that this part of a child's daily routine is handled sensitively and in accordance with each child's individual needs.

Nursery

- Parents are asked to provide pull ups if this is their preferred introduction in toilet training; staff will inform them when more are needed. Nursery will supply Aldi nappies and wipes, staff will ask parents to notify them when their child needs to go up a size.
- All babies/children are checked upon arrival to see if their nappy needs changing. They are then checked regularly throughout the day, particularly before sleep and on awaking and before they leave to go home. All children will be changed immediately if soiled and on a 3hour period.
- If possible, the baby/child's key person will change their nappy. However, due to shift patterns, etc., it is recognised that this is not always possible. Staff will change a maximum of 6 nappies at one time.
- Before changing a baby/child's nappy, the member of staff will put on an apron and gloves and spray the changing mat before and after use. The baby/child's nappy will be changed on the changing mat; if the child is too heavy for the member of staff to lift safely, they will provide help for the child to climb on and off the changing table. A child will never be allowed to climb the steps without supervision.
- A baby/child will never be left unattended on the changing mat.
- If a parent/carer wishes staff to apply a cream or lotion to the nappy area, they need to complete and sign a consent form – please refer to our **Medication Policy** for more details. Staff and parents/carers will share any information regarding rashes, etc. in order to resolve and treat any condition promptly and effectively.
- Soiled nappies, used gloves and aprons will be disposed of in the appropriate bin and a record will be kept of when a baby/child has had their nappy changed and whether it was wet and/or soiled. All spilt bodily fluids are appropriately cleaned up and disposed of.
- Once a parent/carer has made the decision to start toilet training their child, nursery staff will work in partnership with them to encourage and develop this self-care skill. Staff will encourage the child to develop independence in toileting and will praise all their efforts and achievements, sharing progress and observations with their parent/carer on a regular basis. Where appropriate, and in consultation with the parent/carer, the staff may use an individual toileting star chart for a child. We recommend that children come to nursery in a nappy/Pull up,

staff will put the child in to their underwear and then encourage the child to access the bathroom at regular intervals. A bag of spare clothes must be provided with the wet bag that is given on induction to Sandytots.

- If a member of staff accompanies a child to the toilet, **the main bathroom door will remain open at all times.**
- We recognise that accidents do and will happen! Any child needing to be changed will be taken to the toilet area and will have their privacy, dignity and feelings respected appropriately. The nursery ask parents/carers to provide a change of clothing for their child when they attend; we do have a supply of spare clothing if necessary but request that this is returned as soon as possible.
- Children are able to go to the toilet at any time on request.

Managing Director: **Julie Wetton**

Nursery Manager: **Michelle Lindley**

Deputy Manager: **Catherine Barrett**

Reviewed on: January 2023

Review Date: January 2024