



## Nappy Changing & Toilet Training Policy

Stepping Stones Nursery welcomes all children, regardless of their progress in toilet training. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time. This policy is linked to health and safety, hygiene, inclusion, safeguarding and medicines policies.

Parents are asked beforehand to provide enough nappies, creams and wipes for each session that their child attends. The children's nappies will be kept in named pouches.

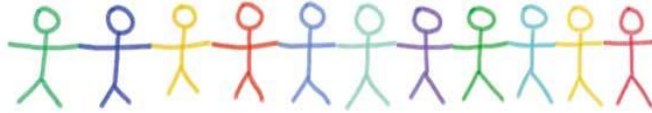
Nappies are checked at 2 hour intervals and are also changed throughout the sessions as required.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. All children are free to go to the toilet at any time during the session with adult help or supervision if needed. Staff will be working with parents towards training children when they are ready. In order to ensure high standards of care and safety the following guidelines must be followed.

- Only persons with a suitable Disclosure and Barring service (DBS) clearance will be allowed to change or toilet-train children.
- 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.
- Gloves and aprons are put on before each change and the area prepared. **Gloves must be worn at all times when changing nappies, dealing with toileting accidents, clearing up vomit or dealing with blood. This is for staff's own protection as well as for the children's.**
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Key persons ensure that nappy changing is relaxed and a time to promote independence in young children
- Young children are encouraged to take an interest in using the toilet.
- Children are encouraged to wash their hands and have soap and paper towels to hand.
- Staff are gentle when changing; they avoid negative facial expressions or making negative comments about "nappy contents".
- Nappies or pull ups are disposed of in a tied nappy bag, that is then placed into the secure nappy bin and emptied at the end of the day.
- 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.

### **Nappy Changing Procedure**

- At Stepping Stones Nursery we will follow the Nappy changing Procedure below:
- Staff will access the child's bag, to ensure they have everything to hand when changing children.
- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, and cream if necessary (each child should have their own named cream and written permission obtained from the parent).
- Wash and dry your 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. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in the nappy bin.
- Apply cream if necessary (see above) and put on a clean nappy and
- Take off the gloves and apron and place them in the nappy bin.
- Dress the child.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to the nappy changing area and using anti bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.
- Record nappy change details on the Nappy Change Book/Chart

### **Toilet Training Procedure**

- Always make sure you have everything you need before starting.
- Always wear disposable gloves and apron provided when supervising toilet-training use, be aware of child's independence skills.
- Talk with child if appropriate, respect child's dignity and modesty.
- Flush contents down the toilet.
- Always discard the disposable gloves and apron in the nappy bins when finished.
- Always wash your hands using the anti-bacterial soap provided, encourage child to wash hands so that good hygiene practices are started.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date to be reviewed</b>
<i>August 2017</i>	<i>Adele Stone</i>	<i>August 2018</i>