

Nappy Changing and Toileting Policy

Policy Statement

At our Pre-School, we warmly welcome all children regardless of their self-care skills. We collaborate with parents to support toilet training, aiming for every child to reach an appropriate level of self-care before moving on. We view toilet training as an essential self-care skill and ensure that our dedicated staff provides all the support needed to help each child achieve their personal best. We believe in working together to make this journey a positive experience for everyone involved.

Nappy and Toileting Hygiene Procedure

This procedure is to be followed by all staff at Pound Hill Pre-School. Failure to do so may result in disciplinary action.

Safeguarding

- ❖ No phones, Tablet or laptops are allowed in the toilet area under any circumstances
- ❖ Staff must remember to ask the children if they can check and or change their nappy or take to the toilet/change clothes.
- ❖ If the child says no then the staff member MUST respect this and seek out another member of the team to attempt to take the child to the toilet or change their nappy.
- ❖ When changing a child's nappy the child should not have their private areas visible to others, this can be done by ensuring that the child's bottom is facing the sinks and their head towards the door.
- ❖ If a child requires removal of all clothes then there must be two adults present.
- ❖ Children are to be never left without clothes or underwear on for any period of time.
- ❖ Changing should occur in a timely manner
- ❖ Staff should encourage the children to be as independent as possible when it comes to dressing and changing.
- ❖ No degrading language is to be used at any point when changing children, this including comments about the size and smell.

Setting up toilets

- ❖ Red bins to have bin liners placed inside.
- ❖ Paper towels to be placed in the supplied holders.
- ❖ Basket containing the following is to be stored in the kitchen when the toilets are not in use.
 - Nappy bags
 - Gloves
 - Aprons
 - Wipes
- ❖ Anti-bacterial spray is to be kept out of reach of children, either hanging from high pipe or stored in the kitchen until used.
- ❖ Blue cloth to be placed over metal piping for ease of use.
- ❖ Toileting and nappy change lost to be completed by the morning toilet person.

PPE

- ❖ Aprons are available for staff to wear if they so wish – disposal of these MUST be in the kitchen bin.
- ❖ Gloves are to be worn for nappy changing or for wet/soiled clothing.
- ❖ Gloves MUST be changed for each child.
- ❖ Gloves are to be disposed of in the kitchen bin.

Nappies and Clothes

- ❖ Nappies are to be placed into a nappy bag and disposed of in the nappy bin provided – found in the disabled toilet.
- ❖ Any soiled clothes are to be double bagged, named and placed in the child's bag or tied to the outside of their bag.
- ❖ Any faeces should be tried to be disposed of down the toilet before bagging.
- ❖ If the child needs a full change, then two staff members must be present.
- ❖ Changing mat is to be cleaned with antibacterial spray after each child.
- ❖ Toilets are to be cleaned regularly throughout the day using antibacterial spray.
- ❖ Sinks are to be cleaned using the blue cloths and antibacterial spray.
- ❖ The Adult should always be visible from the doorway of the boy's toilets when changing nappies and or clothes.

Toileting

- ❖ Children are encouraged to be independent in using the toilet.
- ❖ If a child needs assistance with wiping an adult will verbally direct the child to do this by themselves.
- ❖ Gloves are to be worn if staff physical support a child with wiping.
- ❖ Children are encouraged to wash their hands with soap after toileting and to use a paper towel to dry them.
- ❖ If a child has used the potty staff will empty and clean the potty with antibacterial spray between children, ensuring this is carried out swiftly after use.

Packing away

- ❖ Step stools are to be cleaned at the end of everyday using antibacterial spray and the blue cloth.
- ❖ The potty is to be cleaned using antibacterial spray.
- ❖ Bin bags are removed and placed into the kitchen bin.
- ❖ Bins are then wiped out using antibacterial spray and blue cloths.
- ❖ Toilets are to be cleaned with antibacterial spray.
- ❖ Sinks are to be cleaned using antibacterial spray and blue cloths.

This policy was adopted by
Position within the Pre-School

Katy Platt
Manager & nominated individual