



## EYFS NAPPY CHANGING AND TOILETING POLICY

<b>Date of Policy</b>	September 2023
<b>Member of staff responsible</b>	Sarah Reynolds
<b>Role</b>	Head of Early Years
<b>Last Review</b>	Significant changes

This policy applies to Sandcastles Nursery including 'early,' 'late' and 'wrap around care' and all staff members, volunteers and visitors in Sandcastles Nursery.

*(Please note that the term 'parents' also relates to carers and those with legal guardianship of children)*

Sandcastles Nursery recognises that every child develops at different stages and understands that some children will still be wearing nappies during their time at Nursery. We work in partnership with parents to ensure that each child's individual needs are met. We expect parents to provide nappies (including cloth nappies) in a clearly labelled bag along with a change of clothing if required. Wipes and creams are provided by the Nursery and consent to use these, as and when needed, is given in writing by parents upon joining the setting.

#### **Procedure for changing nappies (for each child)**

It is the responsibility of all staff members to change a child's soiled nappy immediately in order to ensure that they do not become sore or discomforted in any way.

All staff members will use the designated changing area in the nursery toilets which will be thoroughly cleaned with antibacterial spray after each use.

Whilst dealing with any incidents all staff members will wear gloves and aprons which they will dispose of in a secured nappy sack.

All used nappies will be disposed of in the bin provided which will then be collected by an appropriate company and incinerated.

- Escort child to bathroom
- All staff members to wear apron and gloves
- Place child on changing mat on changing table and undress
- All staff members must use the child's own labelled nappies. Cream to be applied if needed.
- All wastage will be disposed of immediately into a nappy bag that is secured
- Nappy bag and contents to be placed in the appropriate bin provided
- Dress child (new clothing if necessary) and lift down from changing table
- Assist child to wash hands using antibacterial soap and warm water and dry with paper towels
- Staff member to also wash hands using antibacterial soap and hot water and dry with paper towels
- Escort child from bathroom
- Record on Nappy sheet name of child, time and type of nappy (wet, soiled, dry) and sign sheet
- Staff member to use antibacterial spray and paper towels to clean changing area and mat ready for use by next child

**During the nappy changing experience staff members are expected to interact with the child, and if upset, reassure and comfort them. Praise will be given verbally throughout the nappy changing experience. Children will never be left on the changing mat unsupervised.**

#### **Procedure for children that are potty/toilet training:**

- Escort child to bathroom
- If a child has had a toileting accident the soiled clothes must be removed and placed in a nappy bag immediately
- The child should be cleaned thoroughly using wipes
- Assist the child to sit comfortably and safely on the potty/toilet
- Once the child has finished help the child to get down from the potty/toilet and wipe the child clean
- Encourage the child to dispose of the toilet tissue and flush the toilet
- Assist child to wash hands using antibacterial soap and warm water and dry with paper towels
- Staff member to also wash hands using antibacterial soap and hot water and dry with paper towels

#### **Procedure for children that are using the toilet:**

- Children who are confident in using the toilet will be allowed to do so independently using the designated EYFS toilets located in the Dolphin Room and next to the Starfish Room. Toileting will be overseen by a staff member.
- Staff members will monitor that children are correctly washing and drying their hands.

**During the potty/toilet training/toileting experience staff members are expected to interact with the child, and if upset, reassure and comfort them. Praise will be given verbally throughout the experience. Progress and/or any concerns will be regularly shared and reviewed with parents through daily contact books and verbal conversation.**

**'Accidents' will be dealt with calmly, sympathetically and in a way which does not make the child feel that they have done anything wrong.**

**All staff members that are required to change nappies and encourage toileting will have undergone a valid safeguarding check through the Disclosure and Barring Service (DBS.)**

**Staff members are required to keep the main doorway leading into the toilets and changing area unlocked and accessible at all times (unless a specific reason prevents this in which case a second member of staff will be present.)**