

EARLY YEARS FOUNDATION STAGE NAPPY CHANGING & TOILETING

Policy Statement

We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We see toilet training as a self-care skill that children can learn with the full support of non-judgmental adults.

Nappy changing procedures

Nappies should be checked at least every 2 hours and changed if wet or soiled.

- Key persons undertake changing babies in their key groups; secondary key person change them if the key person is absent.
- Nappy changing areas are warm; there are no bright lights shining down in babies' or toddlers' eyes.
- There are mobiles and other objects of interest to take the baby or toddlers attention.
- Each baby has their own basket with their nappies and changing wipes and possibly cream; there may also be a special toy for the baby or toddler to play with.
- Gloves and aprons are put on before the changing starts and the area prepared. A paper towel is put down on the changing mat freshly for each child.
- Prevention of cross contamination is always a priority, and care must be taken to use a different glove gloved hand when applying any cream.
- The nappy changing mat is sterilised with antibacterial spray after each nappy change.
- Staff will wash their hands with soap and water between each nappy change.
- Staff use fresh aprons and gloves for each nappy change.
- Soiled nappies, gloves and aprons are removed immediately after changing and disposed of in the correct bin.
- Parents will be informed if a third loose nappy has been changed in any one day.
- In addition, key persons ensure that nappy changing is relaxed and a happy time for babies and toddlers.
- Key people are gentle when changing; they allow for time for communicating with the child, talking and responding to their sounds. They allow time for play and 'rituals' that the child enjoys.
- Key persons avoid pulling faces and making negative comments about 'nappy contents'.
- Key persons do not make inappropriate comments about a child's genitals, nor attempt to pull back a baby boy's foreskin to clean unless there is a hygiene reason to do so.
- Nappies are disposed of in the clinical waste bins situated in the nappy changing area.

Toileting procedures

- Young children are encouraged to take an interest in using the toilet.
- Younger children will be supervised closely within the toilet block, whereas pre-school children will be supervised from a distance to allow both independence and privacy, however staff will be close by and check on the children.

- Under 3's are assisted to the toilet.
- Potties will be stored and used in the toilet area only.
- Used potties will be emptied and cleaned immediately by staff, using antibacterial spray and blue roll.
- Disposable aprons, face protection and gloves will be worn by staff that are supporting children in using the potty or the toilet.
- Children (3 years and over) access the toilet when they have the need to and are encouraged to be independent.
- All children are encouraged to wash their hands and we have soap and towels to hand.
- If a child has soiled themselves then staff will assist the child in cleaning themselves up and putting on fresh clothes.
- Staff must always wear gloves and disposable aprons and face protection when assisting a child who has soiled themselves and place all soiled clothing in a nappy sack.
- The area should then be cleaned using anti-bacterial spray.
- The incident should be logged by the member of staff who changed the child on FAMLY the appropriate form.
- Parents should be informed at collection.

This Policy was ratified by the Compliance Committee: 21 November 2025