Nappy & Toileting

Policy

(2025–2026)

Nappy & Toileting Policy

Nappy Changing and Toileting Policy

1. Purpose

This policy ensures that nappy changing and toileting procedures are carried out safely, respectfully, and hygienically. Our aim is to provide a positive, dignified experience for every child, promoting independence and comfort while maintaining a clean, healthy environment in line with current best practice guidance for 2025.

2. Scope

This policy applies to all children attending **Little Wonders Nursery** who require nappy changing or assistance with toileting. All staff, students, and volunteers must follow this policy consistently.

3. Nappy Changing Procedure

3.1 Hygiene and Safety

- Staff must wash and sanitise their hands before and after each nappy change.
- Disposable gloves and aprons must be worn during all nappy changes and disposed of safely afterward.
- All changing surfaces must be wiped down and disinfected **after every use** with an approved antibacterial cleaner.
- Only one child may be changed at a time in the designated area to maintain hygiene and privacy.

3.2 Changing Areas

- Changing stations must be clean, well-ventilated, and fully equipped with:
    - Disposable gloves and aprons
    - Antibacterial wipes and cleaning products
    - Nappy sacks and waste disposal bins with lids
    - Changing mats that are waterproof and easy to clean

- Clean nappies, wipes, and spare clothes

3.3 Procedure

1. Prepare all materials before beginning the change: Wipe mat, apply paper towels, and apply gloves/apron
2. Place the child safely on the changing mat—never leave them unattended.
3. Remove the soiled nappy and clean the child gently with wipes or cotton wool and water.
4. Apply cream if required and authorised by parents (cream must be labelled with child's name and a non-medication form filled in by the parent).
5. Dress the child in a clean nappy and fresh clothing if necessary.
6. Encourage the child to help where possible to promote independence.
7. Wash the child's hands with warm water and soap, and dry thoroughly.
8. Dispose of waste materials hygienically.
9. Clean and disinfect the changing mat and surrounding area.
10. Remove and dispose of gloves/paper towels/apron and wash hands thoroughly.

3.4 Privacy and Dignity

- Children will always be changed in a calm, private, and respectful manner.
- Staff will engage positively, explaining what is happening to the child.
- Only authorised staff with enhanced DBS checks are permitted to carry out nappy changes.

4. Toileting Procedure

4.1 Encouragement and Support

- Staff will support each child's toileting journey based on their individual readiness and development.
- Positive reinforcement (praise, encouragement) will be used to build confidence.

4.2 Safety and Hygiene

- Toileting areas will be checked regularly for cleanliness and supplies (toilet paper, soap, paper towels).
- Staff will assist children appropriately while maintaining privacy and dignity.

- Both children and staff must wash hands thoroughly after toileting.
- Toilets and potties will be cleaned and sanitised after each use.

4.3 Toilet Training

- Toilet training is a cooperative process between home and nursery.
- Staff will maintain open communication with parents to ensure consistent routines and strategies.
- Spare clothing will be available for accidents, and soiled clothing will be sent home in a sealed bag.

4.4 Communication

- Parents will be informed of any notable changes, difficulties, or achievements in toileting routines.

5. Nappy Changing and Toileting Records (Logs)

5.1 Nappy Changing Log

For children in nappies, staff will complete a record after each change including:

- **Time of change**
- **Staff member's initials**
- **Type of change** (wet, soiled, both)
- **Condition of skin** (normal, red, sore, rash noted)
- **Cream applied** (if applicable)
- **Comments/observations**

Parents can view daily records through the nursery app or communication sheet.

5.2 Toileting Log

For children using the toilet or in training, staff will record:

- **Toileting attempts and successes**
- **Accidents and context (e.g., before/after snack, tired, distracted)**
- **Child's confidence and independence level**
- **Any signs of discomfort or health concerns**

This information supports tracking progress and ensuring consistency between home and nursery.

6. Review and Monitoring

- This policy will be reviewed annually or sooner if there are updates to health, safety, or early years regulations.
- Staff will receive refresher training on hygiene, safeguarding, and intimate care at least once per year.