



Nappy Changing and Toileting Policy

Little Ducklings Pre-School recognises that every child develops at different stages and understands that some children will still be wearing nappies during their time at Pre-School, whilst others will need support through potty training. We work in partnership with parents to ensure that each child's individual needs are met.

We expect parents to provide nappies, if applicable, in a clearly labelled bag along with a change of clothing if required.

Procedure for changing nappies (for each child)

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

All Pre-School staff will use the designated changing area in the Pre-School toilets which will be thoroughly cleaned after each use.

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

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

Staff will:

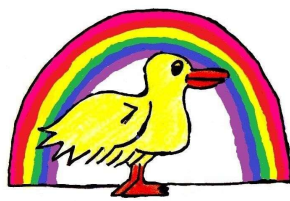
- Escort child to designated changing area
- Wear an apron and gloves
- Place child on changing mat and undress
- Use child's own nappies. Cream to be applied if supplied and requested by parents
- Dispose of all wastage immediately into a nappy sack that is secured and placed in the appropriate bin
- Re-dress (with new clothing if necessary) and let them go
- Wash their hands with hot water and antibacterial soap, and dry with a paper towel
- Record on Tapestry then name of the child, time and type of nappy (wet, dry, soiled)
- Use antibacterial spray and paper towels to clean changing area and mat, ready for use by the next child

During the nappy changing experience, staff 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

Staff will:

- Escort child to toilets
- (If an accident has occurred) Remove wet/soiled clothes and place immediately into a nappy sack. Child to be cleaned thoroughly with wipes



Little Ducklings Pre-School

Issue F

- Assist the child to sit comfortably and safely on the toilet/potty
- Once the child has finished, if needed, help them down from the toilet/potty and wipe the child clean
- Encourage the child to dispose of toilet tissue and flush the toilet
- Assist child to wash their hands using antibacterial soap and warm water, and dry with a paper towel

During the potty training experience, staff 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 verbally or through Tapestry.

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

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

Staff 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). This is to safeguard both the child and adult, making sure the child maintains privacy and dignity.

Signed on behalf of Little Ducklings Pre-School:_____

Position:_____