

Once Upon A Time Nursery  
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## Nappy Changing and Toilet Training Policy

Wales: NMS
A3, A6

At **Once Upon a Time Nursery** we aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Wherever possible, each child's key worker will change nappies according to the child's individual needs and requirements.

Our procedures meet best practice identified by infection prevention and control wales from Public Health Wales.

We will enable a two-way exchange between parents and key workers so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs. Parents will be engaged in the process of potty training and supported to continue potty training with their child at home.

We will use appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation and serving areas and children's play areas
- Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded.
- Clean, nappies are stored in a clean dry place; soiled nappies are placed in a 'nappy sack' or plastic bag before being placed in the bin. Bins are regularly emptied and placed in an appropriate waste collection area. Each child should have their own creams and lotions for any non-prescription cream for skin conditions e.g. Sudocrem. These are supplied by the parent/guardian and must be clearly labelled with the child's name. Prior written permission is obtained from the parent. When applying creams for rashes, a gloved hand is used.

Staff changing nappies will:

- **Use a new disposable apron and pair of gloves for each nappy change.**
- Clean disinfect and dry mats thoroughly after each nappy change; disposable towels/roll must be discarded after each nappy change.
- Ensure they have all the equipment they need and access to fresh water before each nappy change.
- Nappy bags, gloves and aprons will be kept out of reach of babies and children

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported

and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key worker system in the nursery and ensuring all parents understand how this works
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks
- Training all staff in the appropriate methods for nappy changing
- Ensuring that no child is ever left unattended during the nappy changing time
- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted and that students only change nappies with the support and close supervision of a qualified member of staff
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing
- Ensuring hygiene procedures are followed appropriately, e.g. hands washed after nappies are changed and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education as laid out in the parent and carers as partners policy. This is essential for any intimate care routines which may require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensuring all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the safeguarding policy
- Balancing the right for privacy for the children with the need for safeguarding children and adults by making sure intimate care routines do not take place behind closed doors
- Cameras and mobile phones are not permitted within toilets and intimate care areas
- Operating a whistleblowing policy to help staff raise any concerns relating to their peers or managers; and helping staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery
- Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines
- Conducting regular risk assessments of all aspects of nursery operations including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines please see the manager at the earliest opportunity.

**Toilet Training:**

- If your child is currently toilet training or you feel that they are ready to start, then parents/carers are advised to discuss with their child's key person on how they are approaching the subject at home. When parents first discuss it with key persons they will share our advice sheet with them. It is our aim to continue the work started by the parent/carer to ensure continuity for the child.
- When children are toilet training we would recommend that they wear pants to enable them to recognise the feeling of being wet.
- If a child is potty training then parents are requested to bring in plenty of spare changes of clothes.
- We would also request that parents bring in spare changes of shoes and we would recommend that children wear shoes, such as 'crocs' to enable them to be washed and dried easily. Please dress them in clothes that are easy to get out of, tight jeans and dungarees can cause unnecessary accidents for the child and knock their confidence.
- There are child sized toilets and potties provided and the children are encouraged to use the one they feel most comfortable with.
- If a child feels most comfortable with their own potty from home, then parents/carers are welcome to bring it in.
- Good hygiene practices are always followed at the nursery and the children are shown how to use the potty or toilet and to wash their hands each time they use it.
- The child must arrive in pants ready for toilet training.

**Toilet Training Procedure:**

- If a child is potty training then they will be taken to the toilet regularly by a designated member of staff.
- Children will be encouraged to sit on the potty and the attempt will always be celebrated and praised.
- Accidents will be dealt with calmly and sympathetically and in a way which does not make the child feel they have done wrong.
- Staff will clean the child, freshen them up and put them in clean clothes.
- Dirty clothes will be placed in a nappy sack and put in the child's bag.
- However if staff run out of spare changes of clothes then they may have no other option but to place the child in a nappy.
- Staff will record that they have changed the child on the app.
- Children will be routinely checked to ensure they are clean.

**Children Using the Toilet:**

- Children who are confident in using the toilet will be allowed to do so independently, but toileting will be overseen by a member of staff.
- It will also be monitored that children are washing their hands correctly.
- Parents/carers will still be encouraged to bring in spare changes of clothes.
- It is the role and responsibility of each individual key person and member of staff to ensure that children's needs with regards to toileting are being met. It is the responsibility of parents/carers to ensure that they provide nappies, wipes and creams and plenty of changes of clothes.