



2-4 Brook Street
Luton, Bedfordshire
Tel: 01582 730510
www.trainingdepot.co.uk



Nappy Changing/Toileting Policy

NAPPY CHANGING

Safeguarding

- Staff are not permitted to change a child's nappy until a Police DBS clearance check has been obtained.
- Under close supervision by a qualified and DBS checked member of staff, NVQ Students who are DBS checked are permitted to change a child's nappy.
- The bathrooms have half doors and low level partitions in order that all staff can ensure the children are safe when having their nappy changed.
- If any member of staff has concerns regarding another member of staff and inappropriate behaviour towards a child, they must follow the Whistleblowing Policy and report their concerns to either their Room Leaders, the acting manager, Deputy Manager, the Business Manager or Manager. The Local Authority Designated Officer (LADO) will then be informed.

Safety and Hygiene

- All staff will wear plastic gloves and a plastic apron at all times when changing a child's nappy.
- After each child's nappy is changed, disinfectant is sprayed on the changing mat and the mat is wiped clean with a disposable cloth. Only the child's own nappies and wipes which are found in the child's cubby hole or in their bag will be used on the child. Parents are informed via the nappy/wipe board when their child is running low on nappies and/or wipes. If a child runs completely out of their own nappies or wipes during the day, the Nursery will use their own spare supply on the child for the rest of that day, and parents will be charged for the number of nappies and wipes used. Parents will be asked to supply nappies or wipes for the following day. Nappy cream will only be applied when requested by a parent and signed consent has been given.
- In the Cubs there is a daily diary sheet for each child where it is recorded when the child has had their nappy checked/changed and when and how they are getting on with toilet training, the times a child has been changed if an accident has occurred.
- A child is only placed on the changing mat, when a member of staff is ready to change the child's nappy. If a member of staff needs to stop for any reason eg. If wipes or creams are needed, etc. from a child's bag, THE CHILD IS REMOVED FROM the changing mat. A child IS NEVER LEFT ALONE or UNATTENDED ON A CHANGING MAT.
- Once the child has been removed from the changing mat, the nappy will be disposed into the nappy bin.
- Staff will always wash their hands thoroughly after any nappies have been changed.
- Once the babies are changed, the bag containing the dirty nappies will be immediately, placed into a yellow sack and subsequently into the yellow bin outside ready for collection.



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TOILETING

Safeguarding

- Staff are not permitted to accompany a child to the toilet until a Police DBS clearance check has been obtained.
- Under close supervision by a qualified and DBS checked member of staff, NVQ Students who are DBS checked are permitted to accompany a child to the toilet.
- The bathrooms have half doors and low level partitions in order that all staff can ensure the children are safe when using the toilet.
- If any member of staff has concerns regarding another member of staff and inappropriate behaviour towards a child, they must follow the Whistleblowing Policy and report their concerns to either; their Room Leader, Deputy Manager, Business Manager or Manager. The Local Authority Designated Officer (LADO) will then be informed.

Toilet Training

- Most children are ready to be toilet trained by the age of two and a half depending on the child's awareness .
- Once the nursery and parent have agreed that the child is ready to be toilet trained, the parent must ensure that they do not bring the child in nappies or pull-ups. As this is sending the wrong message to the child.
- if a parent does bring the child into the nursery with a nappy. The nappy must be removed by the parent and an underwear put on before the child starts their day.
- Children will be toilet trained at their own pace with gentle encouragement, the staff will liaise with parents on a daily basis discussing strategies for their child and reporting regular updates on progress.
- Children may show preferences i.e. toilet or potty, this is respected along with their privacy when using the bathroom or being changed, all accidents are treated sensitively.
- Aprons and gloves are used by staff when accidents occur, wet or soiled clothes are dealt with accordingly and transferred into named sealed bags to be taken home by the parents on the same day.
- Parents are expected to provide clean sets of clothing for their child to change into. When nursery materials and nursery clothing is used and not replenished it is our practice to invoice our costs to parents.

Reviewed in August 23 by Mrs Sandhya Godhania