



King Square Community Nursery

Nappy Changing and Toilet Training Policy

Nappy changing time requires sensitivity and matters enormously to children's emotional development. We therefore take great care to ensure that children feel safe and cared for at this intimate time.

Our aim is that either the child's keyperson or their co keyperson will change nappies as it is important that the person know the child well. Staff will ensure they are gentle when changing; they allow time for communicating with the child, talking, singing and smiling. They allow time for play and 'rituals' that the child enjoys, such as gently tickling tummies or toes this helps to make a child feel secure and comfortable. Nappy changing is always done in an appropriate/designated area. Members are staff will never be left unattended with children when changing nappies.

We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter.

All members of staff are familiar with the hygiene procedures and carry these out when changing nappies. Staff will record when they have changed a child and whether the child has a wet/dry nappy or passed a stool. They will also record if there was anything unusual about their stool e.g. hard, soft, runny or unusual colour. If a child has very soft watery stool this is often a sign of diarrhoea therefore, strict hygiene needs to be carried out in cleaning the changing area to prevent spreading the infection. The parent should be called to inform them, and that if any further symptoms occur they will be required to collect their child.

Sometimes children may have a sore bottom. This may have happened at home as a result of poor care; or the child may have eaten something that, when passed, created some soreness. The child also may be allergic to a product being used. This must be

noted and discussed with the parent and a plan devised and agreed to help heal the soreness. This may include use of nappy cream or leaving the child without a nappy in some circumstances.

Each child has their own individual boxes to hand with their nappies/pull ups and changing wipes. We encourage parents to provide enough change of clothes for accidents when children are potty training.

Guidance for staff:

- Gather everything that you need first (nappy, clothes, apron, masks etc)
- Wash your hands
- Put the latex gloves on and wipe down the changing surface with sanitisers spray
- Lay out a sheet of changing roll
- Support the child on to the changing equipment
- Never leave a child unattended whilst on a raised changing unit
- Take off the old nappy and clean the child using wipes and cream if needed
- Be aware of the particular needs of each gender in terms of toileting hygiene
- Put on a new nappy and make sure it is comfortable
- Support the child down from the changing equipment
- Help the child to wash their hands and talk to them about why they are doing it
- Put the nappy in the airtight nappy bin
- Wipe the changing equipment down again with sanitiser
- Put the gloves and the apron in the airtight nappy bin
- Remember to wash your hands
- Record on the appropriate chart

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Young children from two years may be put into 'pull ups' as soon as they are comfortable with this and if their parents agree. We discuss with parents their toilet training procedure and if children prefer to use a potty we will make sure one is available. Older children access the toilet when they have the need to and are encouraged to be independent.

This policy was adopted by	King Square Community	
	Nursery	
On	<hr/> 04 November 2024	
Date to be reviewed	<hr/> 04 November 2025	
Signed on behalf of the provider	<hr/>	
Name of signatory	Jackie Morgan	Lisa Bassett
Role of signatory	Manager	Chair
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