

### **Statement of Intent**

It is important for a child's health and well-being to be kept clean and comfortable throughout the day. The nursery will ensure that when children are changed both their physical and emotional needs are met. Children will be changed regularly and promptly, and their changes documented accordingly. The child's privacy should always be respected, and nappy changing should not be rushed but used as an opportunity for one-to-one exchanges of conversation and smiles. Nappies will be changed by all members of the Westside team, all of which are DBS cleared.

During the settling in process, the child's key person will discuss with the child's parents/carers the child's home care and changing routine. Any specific requests will be noted and followed. The nursery provides nappies, wipes and Sudocreme. Children that have allergies to any of these will be asked to provide their own brand that will be clearly marked and used only for their child

Changing will occur only in the designated changing areas, which meet health, hygiene, and safety standards. The area respects the child's right to privacy yet is also easily supervised and accessible.

During potty/toilet training, nursery staff will encourage independence and support the child with positive reinforcement. Toilet training will be supported following discussions between a child's key person and their parent/carer.

### **The changing procedure:**

#### **Prepare the area**

- Check that the changing area is clean.
- Wash hands with warm water and soap. Dry with a paper towel.
- Gather changing items including nappies, wipes/cotton wool and warm water, barrier cream, if necessary, spare clothes if necessary and nappy sacks.
- Put on a plastic apron and gloves.

#### **Change the child**

- Lift the child onto the changing mat or support the child to walk/climb up to the area if appropriate.
- Remove the child's nappy or soiled underwear.
- Wash and dry the child with wipes/warm water and cotton wool. Always wipe the genital area from front to back.
- Apply any barrier cream if necessary. (Prior consent is required from parents/carers).
- Never leave a child unaccompanied on a changing mat, always give the child your full attention.
- If the child is toilet training offer them the choice of a potty or toilet. If they would like to use this lift or support the child off the changing mat/unit and support and encourage them in their use of the potty/toilet.
- Put a clean nappy/underwear on the child and refasten their clothing. If clothes are soiled change and double bag in nappy sacks.
- Lift or support the child off the changing mat/unit if they have not used the toilet/potty.

#### **Promote good hygiene**

- Dispose of the used nappy in the provided bin and soiled clothing should be double bagged in nappy sacks.
- Clean the changing area with provided cleaning materials and potty if used.

- Wash hands with warm water and soap. Dry with a paper towel.
- Wash the child's hands or support the child to do so independently.

### **Monitoring, documenting, communicating**

- Children in nappies will be recorded on the nappy changing list at the start of their session.
- If any marks, rashes, or unusual bowel movements have been witnessed report these accordingly.
- Document the time of the nappy change and whether the child's nappy was wet, soiled, or dry on the nappy change records and on the child's individual daily sheet. For children in pants or pull-ups record toileting times. At the end of the session feed these back to the parent/carer.
- There should be interaction throughout the changing process e.g., through gestures, conversation, and songs.
- The implementation of this procedure will be monitored by all team members and in particular supervisory staff. All team members have a duty of care to report any witnessed or suspected breaches of policy and procedure.

### **Potty/Toilet Training Procedure**

Potty/Toilet training is a very important milestone for each child. The child requires reassurance and guidance at every step to make sure that they are fully supported and encouraged during this stage of their development. It is equally important that we ensure effective partnership and communication with parents to give the child continuity between their home and nursery.

#### **The following procedure will be followed:**

- Senior staff must ensure that ALL staff in the team are fully aware of the child's stage of potty/toilet training.
- Parents' wishes must be considered at every stage, and this must be communicated to the team.
- ALL children at the potty/toilet training stage must be accompanied to the bathroom and supervised and supported whilst in there.
- Reassurance and praise should be given at every step, with the use of the certificates.
- Potties require immediate emptying and clean with an anti-bacterial spray ready for the next child to access.
- Children should then be advised and supported to wash their hands with soap and water and dried thoroughly.
- All visits to the potty will be recorded and during handover parents will be informed of their child's progress on that day.
- If any child is struggling with standard potty-training techniques, then this will be discussed with the senior team and between staff and the child's parents.

## History

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.
6	01/08/2021	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	6	01/08/2021

This document has been electronically approved; hence it contains no signature(s).