

# **Garretts Green Nursery School**

## **Toileting and Changing Policy and Guidelines**

### **Rationale**

Children frequently enter Nursery in the autumn term wearing a nappy or not fully secure in managing personal needs. This may be for a variety of reasons but always requires immediate adult support.

In order to ensure the safeguarding and comfort of children and the safe practices of staff involved there is a need for clarity of understanding of policy and procedure.

### **Aims**

- To ensure secure changing procedures understood by staff, parents and children
- To ensure that all children are treated with dignity and respect with concern for privacy
- To provide support for pupils to develop awareness of needs
- To provide support for parents in toilet training at home
- To ensure safe disposal of nappies and cleaning products

### **Procedure for changing nappies (for each child)**

- Staff must escort child to the bathroom
- All adults who support toileting or nappy changing must have CRB clearance
- Students on short term placements should be asked to support only where essential
- All staff must wear gloves and an apron supplied
- Any child who brings their own wipes and nappies from home should be encouraged to collect their bag independently
- Two adults are always required to change a child
- The process should be explained to the child

#### **For children who are wet only:**

- The child should be taken into the bathroom and if s/he can remove wet clothing independently this should be encouraged
- The child should be encouraged to try to use the toilet
- Then dry clothes can be given and the child supported to dress.
- A record should be kept in the Bathroom Book and a note placed in the child's drawer
- Wet clothes should be put in a nappy sack and hung on the child's peg or in his/her bag
- Flushing the toilet and good hand washing should be completed.

#### **For children who are soiled**

- Main points above should be followed initially
- It will be impossible to change a child in a toilet cubicle in these circumstances but children should be given as much privacy as possible and other children encouraged to use the bathroom at the opposite end of the corridor
- The child should be supported to lie on the changing mat

- All staff must use the child's own nappies, wipes and barrier creams, which are kept in a bag on his/her peg
- If barrier creams are to be used appropriate written consent must be sought
- Children must be fully dressed before they return to play
- All wastage i.e., used nappies; wipes, gloves and aprons will be disposed of immediately into a nappy bag and tied.
- The nappy bag and its contents will then be placed in the appropriate bins in the disabled toilet, Children's Centre or main outside bin.
- Assist child to wash their hands using anti bacterial soap and warm water, and dry them using the paper towels or hand-dryer provided.
- Staff member to also wash hands with anti bacterial soap and warm water, and dry.
- Staff members to use anti bacterial spray and paper towels to clean Nappy changing mat that was used, ready for the next child.

**During the nappy changing experience staff are expected to interact with the child, and if child is upset to reassure and comfort them.**

**Praise will be given verbally throughout the nappy changing experience.**

### **Support for Parents**

- Parents attending our Children's Centre will be given advice on toilet training prior to starting Nursery.
- Home visits during the summer term will be a time to remind parents of the importance of toilet training and a leaflet describing strategies will be given to parents at this visit.
- Children not using the toilet independently on entry to Nursery will be identified and a 'Bathroom Pack' will be supplied with further support strategies shared at a parent's meeting.
- Social stories, key rings of routines for using the toilet and sequences of pictures will be shared.
- Parents will be signposted to Health Visitors if further support is required.

Presented to Governors:

Signature of Chair of Governors:

Proposed Review date: