

# Garretts Green Nursery School



## Toileting and Changing Policy and Guidelines

### Safeguarding Statement

At Garretts Green Nursery School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Garretts Green Nursery School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

### Rationale

Children frequently enter Nursery in the autumn term who are not fully secure in managing personal toilet 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 DBS clearance and must be employed by the school
- Students, those on short term placements and Volunteers should be asked to support only where essential and only as a 'second person'
- 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
- The Bathroom Book should be completed and a note placed in the child's drawer to inform parents.

#### **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 or the child may be taken to Resource Base bathroom which is more private for the child but in full view of staff
- 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 or Resource Base.
- 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**

- 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.

**Reviewed: October 2021**

**Next Review date: September 2024**

**Signature of Chair of Governors:**