



## 2.20 Nappy Change & Toileting Policy

### POLICY STATEMENT

---

Our service aims to meet the needs of children by providing a clean, safe and hygienic place for nappy change and toileting. We believe that nappy changing and toileting rituals are valuable opportunities to promote children's learning, meet individual needs and to develop strong relationships with children. Having their needs met in a caring and responsive way builds children's sense of trust and security—which relates strongly to the Early Years Learning Framework.

### AIM

---

We aim to ensure best practice guidelines are adhered to for nappy changing and toileting. Ensuring the area is hygienic, reducing the spread of infectious disease.

### STANDARDS AND PROCEDURES

---

Our service accepts enrolments of children who have not yet been toilet trained. Nappy change and toileting transpire at designated routine times and when meeting children's individual needs. Educators will collaborate with parents to develop stability with their child's nappy change and toileting practices. Educators must be responsive to special requirements related to culture, religion or privacy needs.

Toileting and nappy changing will be carried out at frequent intervals throughout the day, children who are in nappies will have each nappy change recorded in the Nappy Change Register by educators. This is situated in the bathroom, available for all families to view.

Having their needs met quickly and in a caring responsive way builds children's sense of trust and security. Children also benefit from having the pleasant sensory experience of being free of a nappy and the comfort of having a fresh, dry nappy. It is also important to remember that the way that Early Childhood Educators react to soiled or wet nappies, toileting needs, and accidents give children powerful messages about themselves and their bodies.

Meeting children's physical needs, nappy changing, and toileting are an imperative time for Educators to:

- Conduct one to one interaction with children, and to give them your full attention
- Build trusting and caring relationships with children
- Interact with children using verbal and non-verbal communication, and respond to children's communication
- Participate in age appropriate activities with children, such as singing, saying rhymes and doing finger plays
- Build children's understanding of what is happening by inviting them to the bathroom, supporting their capability to predict what will happen next in the routine
- Help children begin to develop and extend their self-help skills, which includes handwashing and dressing, and encouraging children to identify the feeling of accomplishment and gratification that come with this.

All educators will carry out nappy changing, however at times if a student is required to carry out this as part of their practical requirements - they will be under constant the supervision of a qualified educator. Should a parent be in the bathroom helping their child, a staff member must accompany any other children needing to use the bathroom at the same time.

Last published 13 February 2019

Appropriate hygiene practices must be maintained, and procedures followed to minimise any risk of infection at all times. Educators will continuously promote healthy hygiene practices and hand washing procedures; encouraging the children to follow these practices.



## NAPPY CHANGE PROCEDURE!

PREPARATION	CHANGING	CLEANING	END CLEANING
1. Wash your hands	4. Remove the child's nappy and put in a hands-free lidded bin. Place any soiled clothes in a plastic bag	12. Clean the change table with detergent and warm water after each nappy change	1. Wash change mat with warm soapy water and lay in the sun to dry (Laundry area)
2. Place paper on the change table	5. Clean the child's bottom	13. Wash your hands	2. Wipe down all toilets with paper towel and detergent
3. Put disposable gloves on both hands	6. Remove the paper and put it in a hands-free lidded bin		3. Wipe down all taps and soap dispensers with detergent
	7. Remove your gloves and put them in the bin		4. Wipe down all benches, and cupboard door handles with detergent
	8. Place a clean nappy on the child		5. Empty bin and fill with new bin liner.
	9. Dress the child		6. Re stock nappies and all supplies
	10. Take the child away from the change table		7. Wash your hands
	11. Wash your hands and the child's hands		

*This procedure has been sourced from "Staying Healthy Preventing infectious diseases in early childhood education and care services" 5th Edition, P.45  
For more information see 2.15 Nappy Change & Toileting Policy*

The Approved Provider & Nominated Supervisor will:

- Provide adequate and appropriate hygienic facilities for nappy changing
- Ensure nappy change facilities are designed and located in a way that prevents unsupervised access by children which is compliant with National Regulations and Health and Safety Standards
- Ensure that adult and children's hand washing facilities are located within the nappy change area
- Consult the Building Code of Australia for requirements concerning nappy change benches (Centre-based services.)
- Ensure that the nappy change facilities are designed and maintained in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children
- Ensure nappy change bins have a 'hands-free' lid
- Ensure nappy bins are located out of children's reach, in a child-proof cupboard where possible
- Ensure Nappy change procedure remains compliant and up to date.
- Implement policies, procedures and training with educators to ensure nappy change procedures that support children's safety, protection, relationships and learning.
- Develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location child cannot access.

- Ensure children's nappies are changed at scheduled intervals.
- Ensure educators check nappies throughout the day to ensure children are not susceptible to nappy rash and discomfort. A system to record this routine will be maintained for reporting purposes which will be kept up to date.
- Ensure nappy change and hand washing procedures are displayed visually and in community languages as appropriate in the nappy change area.
- Ensure nappy bins are emptied after each nappy change shift and at the end of each day.

**Educators will:**

- Discuss children's individual needs professionally with families to ensure practices are reflective of their home environment and are culturally sensitive
- Provide information to families regarding children's nappy change outlines
- Utilise nappy change times to interact with children on an individual basis. The nappy change time will allow educators to converse, sing, play and generally interact with the child. This time allows educators and children to learn more about each other and understand each child's personality and personal strengths
- Ensure physical contact and direct supervision with children throughout the nappy change experience
- Ensure no child is left alone on a nappy change mat or bench
- Keep nappy change areas fully stocked with all required materials at all times.
- Nappy Change and Toileting supplies are readily accessible to staff to ensure efficiency and the health and safety of each child.
- Encourage mobile children to walk to the nappy change area.
- Assist the child to walk up the steps onto the nappy change bench to decrease monotonous movements by educators and to promote children's agency. Where a child is not walking, educators will follow manual handling practices to lift and carry the child to the nappy change mat.
- Follow service's documentation requirements for nappy changing and toileting

**Toilet Training:**

Our service accepts enrolments of children who have not yet been toilet trained. Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents/guardians to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs.

Decisions about when to begin toilet training will be made by families or may occur through shared decision making between families and early childhood professionals. This decision is based on mutual respect and open communication, which is crucial for a good outcome. Families may have strong views and preferences about when and how their child learns to use the toilet, which may come from their cultural background or individual preferences which must be respected by educators and staff.

The priority of the individual child's wellbeing is paramount, and the decision to begin assisting the child to learn to use the toilet should be based on signs of readiness from the child and discussion with families.

Early signs of readiness will often start to appear when children are around 18-24 months old and may include:

- Showing interest in the toilet, including having an interest in others using the toilet
- Indicating a need to go to the toilet either before, or while they are passing urine or doing a poo.
- Staying dryer for longer
- Begins to dislike wearing a nappy and perhaps tried to pull it off when it's wet or soiled
- Indicating a desire to sit on the toilet.

It is important to keep the process subdued and not place unnecessary attention and pressure on the child to prosper. Acknowledging children's successes, no matter how infrequent or small is vital for their self-esteem and confidence. Families and educators can expect accidents, which should be treated respectfully and with a supportive manner.

Educators and families will collaborate and communicate how the toilet learning is going, both in care and at home. This will support children to become more familiar and comfortable with the toilet training process. Children should be given the opportunity to complete the toileting procedure, such as toileting, washing hands, flushing the toilet, keeping the bathroom environment clean independently, while at the same time keeping in mind the importance of hygiene and providing assistance when needed.

**Approach for soiled underwear:**

1. Where underwear is soiled, all faeces will be removed into the toilet
  2. Soiled underwear will be placed in a nappy bag labelled with the child's name and placed in the soiled clothing bin for collection
  3. A note will be sent to the families notifying them of soiled clothing on the St Nick's App
- For underwear where faeces is unable to be removed from the underwear, underwear will be discarded in a nappy bag to ensure hygiene is maintained and cross contamination is minimised. Families will be notified of this via the St Nick's App.

During this milestone, children should be empowered and encouraged to be successful. Toilet training varies for individual children, as educators we can take advantage of the child being in a group and the many opportunities that provides for learning from each other. Educators and families need to remember that comparing children is inappropriate and unacceptable behaviour.

**EDUCATION AND CARE SERVICES NATIONAL REGULATIONS**

---

Children (Education and Care Services) National Law NSW

- 103 - Premises, furniture and equipment to be safe, clean and in good repair
- 105 - Furniture, materials and equipment
- 106 - Laundry and hygiene facilities
- 109 - Toilet and hygiene facilities
- 115 - Premises designed to facilitate supervision
- 156 - Relationships in groups

**SOURCE LIST**

---

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Australian Children's Education & Care Quality Authority](#)
- [Early Childhood Australia - Code of Ethics](#)
- [Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#)
- [Guide to the National Quality Standard](#)
- [Revised National Quality Standard](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulations 2011](#)
- [Staying Healthy in Childcare 5<sup>th</sup> Edition](#)

**RELATED POLICIES**

---

- 2.05 Control of Infectious Diseases Policy
- 2.07 Handwashing Policy

## Children's Health and Safety

### 2.20 Nappy Change & Toileting Policy

2.15 Supervision Policy

2.19 Work, Health Safety Policy

6.02 Family Communication Policy

### POLICY REVIEW

---

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
September 2018	Yes	No	<ul style="list-style-type: none"><li>• Statements added to improve operational delivery and compliance</li><li>• Added related policy section</li></ul>	May 2019