

# PATA Managed Groups Nappy Changing and Toilet Training Guidance



## Guidance Aim

- No child is excluded from participating in the setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. The setting works with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.
- The setting provides nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.
- The setting sees toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

## Procedures

- Staff support children to use the potty and toilet when they are developmentally ready.
- The setting will help parents with potty training offering advice and guidance.
- Where possible the child's key person undertakes changing/toileting the child.
- Parents must supply nappies or pull ups and changing wipes. Nappy cream (if supplied) can be applied, when parents have signed the permission form.
- Staff use gloves and aprons when changing a child and the changing mat is cleaned and sanitised after each use.
- All staff are familiar with our Nappy Changing procedures and follow this when changing nappies and toilet training.
- The staff member will have everything ready prior to changing a nappy, they never turn their back on a child or leave them unattended whilst they are on the changing table or mat.
- Staff do not make inappropriate comments or pull faces when changing a child's nappy.
- Staff make sure that nappy changing is relaxed and a time to promote independence in young children.

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- Staff encourage children to take an interest in using the toilet; children may just want to sit on it and talk to a friend who is also using the toilet.
- Staff encourage children to understand the importance of washing their hands after using the toilet to prevent infection and illness. Staff will encourage children to use soap and dry hands on paper towels. Staff will encourage children to access the toilet when they need to, to develop independence.
- Staff dispose of nappies and pull ups hygienically. Any soiled nappies or pull ups are double bagged and put in the nappy bin which is emptied daily. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled (faeces are flushed down the toilet) are bagged for parents to take home.
- Staff have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups/pants in the setting this may constitute neglect and will be a disciplinary matter.

## **Nappy Changing Procedure (for members of staff)**

- Make sure the changing area is clean before use.
- Make sure everything that will be needed for changing the child's nappy is ready to hand before proceeding with changing the child. This includes; apron and gloves, clean nappy, wet wipes, nappy bag and cream if the child requires it. (A child must **never** be left alone on a changing table).
- Always wear a clean apron and gloves for each child.
- If you are applying cream ensure you use clean gloves to eliminate cross infection.
- Double bag dirty nappy, gloves and apron and place in the nappy bin.
- Ensure all lids are closed on creams, wet wipes are sealed and then place them back in the child's bag.
- When finished clean down the changing mat and sanitise.
- Make sure you wash your hands and encourage the child to wash their hands.
- Once the child has returned to the room fill in the changing record sheet.

**Internal use only**

This guidance was adopted by \_\_\_\_\_ *(name of setting)*  
On \_\_\_\_\_ *(date)*  
Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (Setting Manager) \_\_\_\_\_

Signed on behalf of PATA (UK) \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (Chief Executive Officer) \_\_\_\_\_