**Toileting & Nappy Changing**

Our handling of toileting needs will be in response to a child’s individual needs and we aim

to make toileting (in whatever capacity) as pleasant and comfortable as possible. Our

purpose built conveniences provide two indoor, dry toilets, with hand washing facilities and

a separate changing room. The whole unit is at the correct height for little ones to use the

toilet and wash their hands independently. Privacy, space & dignity will be upheld for

young ones developing confidence with their own toileting and hygiene. Staff will be

within calling distance of the toilets and on hand with support and guidance when

required.

The main facility is on the main nursery site near the shelter. For 2-3 year olds a changing mat is available in the winter shelter for when that space is in use and children are not in outdoor clothing.

Each child will have their own sealed bag for toileting needs if required. Nappies,

wipes, creams and any other items will be provided by parents based on their own

child’s needs. We will have a box of wipes available for the use of any child if required.

Staff must ensure that this area is kept clean at all times so therefore they must adhere

to the cleaning schedules in place and follow the correct procedures for nappy changing

and toilet training. Any new staff will be shown on induction the proper procedures to

follow.

**Independent Toileting & changes of clothes**

Parents and carers must provide several changes of clothes if their child requires. Spare

clothes will be available if required. Storage of these items will be in the backpacks of

children. A box of spare clothes is available in the changing room for emergencies.

Changes of clothes from any situation will happen inside the changing room.

Toilet training children will be taken at regular intervals and at the request of the

children. Staff should also be aware of signs that children may need to go.

Toileting records may be kept from time to time as required, such as during a period of transition or at parents request. Notes will be kept on the register to be ready for handover to parents. Staff will give timely encouragement and praise to children with their development.

Staff will ensure children are part of the conversation around their toileting

developments and steps towards independent toileting.

Toilets will also be checked at regular intervals throughout the day and toilet roll, soap

and paper towels will be replenished if needed. This will be recorded on the toilet

cleaning schedule sheet.

In events of children soiling themselves or becoming wet staff will follow the procedure

below.

If assistance is required with toileting a member of staff will be on hand. Young ones

will not have to ask to go to the toilet but carers will do regular headcounts to identify if a child is in the toilet. The carer will give distance to the young one and be close enough to help if

required.

**Nappy Changing**

If young ones are still wearing nappies or pull-ups carer will accompany them to the toilet and follow the procedure.

• Hands must be washed prior to putting on disposable gloves

• Disposable gloves and aprons must be worn at all times when nappy changing.

• Children must always be changed on the changing mat provided.

• Nappies and wipes must be within reach before changing starts.

• Children must never be left attended on the mat at any time.

• When wiping children’s bottoms, they are wiped from front to back to prevent the

spread of infection. Always ensure that children are wiped properly.

• Children should be dressed and returned to play before area is cleaned.

• Children should wash their hands after nappy changing.

• Nappies and wipes should then be disposed of in the lidded bin.

• Any soiled clothing should be placed in a plastic bag and sealed and sent home.

• Clothing will not be washed or rinsed in nursery premises.

• Gloves and aprons disposed of in lidded bin and hands washed with soap and

water.

• Notes may be kept on any changes which cause concern, such as very loose stools. All notes will be passed to the parent at collection.

**Appendix 1: Assistance Procedure**

1. Collect backpack from the Shelter if change of clothes anticipated

2. Hands should be washed with soap and water prior to putting on disposable

gloves.

3. Disposable gloves must be worn at all times.

4. Aprons will be worn when the chance of soiling is high.

5. Children will be invited to remove their soiled/wet clothes in the changing

room, independently if they can.

6. They will be provided with baby wipes to clean themselves or helped to do so

if required. Wetness from play will not require wipes.

7. Toilet paper will be provided if children need to dry their skin. In emergencies

a towel can be used but will be sent home with child if used.

8. Wipes and toilet paper will be put in lidded bin.

9. Dry fresh clothing will be provided from their own bags or the spares box.

10.Soiled/wet clothing will be put in plastic bag and labelled as soiled. This will

go inside child’s backpack. No soiled clothing will be washed on the premises.

11.Children will wash their hands before going back to play.

12.Staff will remove gloves and put in lidded bin (inside out)

13.Staff will wash hands and sanitise.

**Contents changing room**

• Disposable gloves

• Bags

• Permanent marker

• Aprons

• Baby wipes

• Toilet roll

• Hand wash

• Sanitiser gel

• Paper towels

• Towels (for serious wetness)

**Appendix 2: Nappy Changing**

1. Collect backpack from the Shelter if change of clothes anticipated

2. Locate child’s own set of toileting kit

3. Hands must be washed prior to putting on disposable gloves

4. Disposable gloves and aprons must be worn at all times when nappy changing.

5. Children must always be changed on the changing mat provided.

6. Nappies and wipes must be within reach before changing starts.

7. Changing mat is on the changing bench.

8. Children must never be left attended on the mat at any time.

9. When wiping children’s bottoms, they are wiped from front to back to prevent

the spread of infection. Always ensure that children are wiped properly.

10.Children should be dressed and returned to play before area is cleaned.

11.Children should wash their hands after nappy changing.

12.Nappies and wipes should then be disposed of in the lidded bin.

13.Any soiled clothing should be placed in a plastic bag and sealed and sent home.

14.Clothing will not be washed or rinsed in nursery premises.

15.Gloves and aprons disposed of in lidded bin and hands washed with soap and water.

16.Nappy changes recorded as day notes if necessary

**Appendix 3: Cleaning Schedule**

End of week cleaning schedule

• Same procedure as cleaning schedule but use antibacterial spray/solution

• Wash door handles, railings and changing area with hot soapy water and/or

multipurpose spray

Contents of Cleaning Box

• Gloves

• Blue roll

• Bin bags

• Bio D bathroom spray

• Sanitising spray

**Cleaning schedule**

Wash and dry hands

Put on cleaning gloves - Disposable or personalised reusable gloves available

Spray sink and toilet seat area with sanitising spray

Wipe down sink area with blue roll then place in lidded bin

Clean toilet as per user manual, by spraying with sanitiser spray

Wipe toilet seat with blue roll

Remove all lidded bin bags and tie, these will be taken to main waste stream

Add new bags to bins

Wash gloved hands, wash the soap dispenser

Dry with blue roll

Remove gloves and put back in cleaning box with spray and blue roll.

Wash and dry hands

Verified: M.Planterose

On: 19/10/2022

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