*St. Joseph's R.C. Primary School*

# *Nursery Nappy Changing and Toilet Training Policy*

September 2026

Review: September 2027

**Policy Review**

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body September 2026

It is due for review in September 2027

Hayley Francis Date: September 2026

Head Teacher



Lindsay Wise Date: September 2026

Chair of Governors



**Safeguarding and Welfare Requirement: Health**

Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies

**Policy Statement**

Our setting is committed to ensuring that every child is treated with dignity, respect and care. No child will be excluded from participating in our provision because they are not yet toilet trained or continue to wear nappies or pull-ups.

We recognise that toilet training is an important self-care skill and that children develop at different rates. We work in partnership with parents and carers to support toilet training in a positive, consistent and non-judgemental way, taking account of each child's individual needs, readiness and circumstances. Where there are medical, developmental or additional needs, these will be considered when planning appropriate support.

We provide suitable, safe and hygienic facilities for nappy changing and toileting and ensure that all staff follow appropriate infection prevention, hygiene and safeguarding procedures.

Our approach to intimate care is respectful, reassuring and child centred. We promote children's independence wherever possible while ensuring that appropriate adult support is provided when required.

**Nappy Changing Procedures**

- Nappies are routinely checked and changed during the morning session and mid-afternoon, and additionally whenever required according to the individual child's needs.

- Wherever possible, a child's key person will undertake nappy changing. Where this is not possible, another familiar and appropriately trained member of staff will provide the care.
- Children are changed in the designated changing area. The area allows the child to maintain dignity and privacy while ensuring that staff are appropriately visible to other members of staff.
- The bathroom/changing area door must remain open while a child is being changed, unless specific circumstances or an individual care plan require an alternative arrangement that has been agreed by the setting.
- The changing area is maintained at a suitable temperature and contains a safe, purpose-built changing unit.
- Parents and carers provide nappies, wipes and any creams required for their child. These are stored in the child's clearly labelled individual box.
- Nursery staff may apply barrier creams or other prescribed/approved creams where written parental consent has been provided and the setting's medication procedures are followed.
- The nursery maintains a small emergency supply of nappies for occasions when a child's own supplies have been used or are unavailable.

**Hygiene and Infection Prevention**

- Staff must follow the setting's infection prevention and control procedures when undertaking nappy changing or other intimate care.
- Staff wear disposable gloves and aprons when changing nappies or dealing with faeces, urine or soiled clothing. A fresh pair of gloves and a clean apron must be used for each child.
- Appropriate additional personal protective equipment (PPE) will be used where required following current health guidance or where there is a foreseeable risk of splashing, spitting or exposure to bodily fluids. This may include a face covering and/or eye protection where appropriate.
- The changing mat and surrounding changing area are cleaned and disinfected after every use and allowed to dry appropriately before being used again.
- Used nappies, gloves, aprons and other disposable materials are placed immediately into an appropriate bag and disposed of in the designated lidded/sanitary waste bin.
- Bins are emptied at the end of each day, or more frequently where necessary, in accordance with the setting's waste disposal arrangements.
- Staff wash their hands thoroughly after completing a nappy change and before undertaking care for another child.
- Staff must ensure that changing equipment and surfaces are kept clean, hygienic and in good condition.
- All staff are familiar with and expected to follow the setting's hygiene and infection-control procedures.

**Safeguarding, Dignity and Respect**

- Children must never be left unattended on a changing unit.
- Staff will carry out intimate care calmly, sensitively and respectfully.
- Staff will explain to children what they are doing, using age-appropriate language, and encourage children to participate in their own care wherever possible.
- Staff will avoid negative, embarrassing or inappropriate comments about nappies, bodily functions, children's bodies or personal hygiene.
- Staff will not make inappropriate comments about a child's genitals or other private areas while providing intimate care.
- Staff will maintain appropriate professional boundaries at all times.
- Children's privacy and dignity will be respected while ensuring that safeguarding

requirements are met.
- Any concerns regarding a child's welfare, injuries, unusual marks, distress, behaviour or disclosures arising during intimate care must be reported and recorded in accordance with the setting's safeguarding procedures.

**Disposal of Nappies and Soiled Clothing**

- Faeces should be disposed of appropriately by flushing it down the toilet where practicable.
- Used nappies and pull-ups are placed in a suitable disposal bag and then disposed of in the designated sanitary/nappy waste bin.
- Wet or soiled clothing is removed sensitively and the child is encouraged to participate in dressing and undressing as appropriate.
- Soiled clothing is rinsed only where necessary and appropriate, placed in a suitable bag, securely tied and returned to parents/carers at the end of the session.
- Staff wear disposable gloves when handling soiled clothing and wash their hands thoroughly afterwards.

**Promoting Independence**

Nappy changing and toileting are opportunities to develop children's independence and self-care skills.
Staff will:

- Encourage children to participate in their own care wherever developmentally appropriate.
- Give children time and encouragement to undress and dress themselves.
- Encourage children to recognise when they need to use the toilet.
- Provide reassurance and praise for children's efforts.
- Avoid creating anxiety, embarrassment or pressure around toileting.
- Use positive and age-appropriate language when discussing toileting and personal hygiene.

**Toilet Training**

- We work closely with parents and carers to support toilet training in a consistent and positive manner.
- Toilet training will be based on the individual child's developmental stage, needs and readiness rather than a fixed age.
- Staff will:
- Discuss toilet training with parents/carers and agree a consistent approach.
- Encourage children to take an interest in using the toilet.
- Allow children to become familiar with the toilet without pressure.
- Support children who wish to sit on the toilet, even if they are not yet ready to use it independently.
- Encourage children to recognise and communicate when they need to use the toilet.
- Provide appropriate praise, reassurance and encouragement.
- Respect children who are not yet ready for toilet training.
- Consider medical, developmental or additional needs when supporting toilet training.
- Where a child has additional needs or requires a specific approach to toileting, this will be discussed with parents/carers and, where appropriate, recorded in an individual care plan.

**General Toileting Procedures**

- Older children are encouraged to use the toilet independently wherever appropriate.
- Staff provide assistance when requested by the child or where the child's individual needs require adult support.
- Staff wear disposable gloves when providing personal care involving bodily fluids or soiled clothing.
- Toilet areas and seats are cleaned regularly throughout the day and as necessary. Cleaning frequency will be increased when there is an increased risk of infection or when required by current public health guidance.
- Children are encouraged to flush the toilet after use and leave the area clean and ready for the next child, with adult support where necessary.
- If a child's underwear or clothing becomes wet or soiled, staff will support the child sensitively to remove and replace their clothing.
- Children are encouraged to undress and dress themselves wherever possible, with appropriate adult assistance when required.
- Soiled clothing is handled using appropriate PPE, placed in a suitable bag, securely tied and returned to parents/carers.
- Gloves and disposable aprons are disposed of appropriately after use.
- Staff wash their hands thoroughly after providing intimate or personal care.

**Hand Hygiene**

Good hand hygiene is an essential part of our toileting and nappy-changing procedures.

- Children are reminded and supported to wash their hands after using the toilet and whenever their hands are visibly dirty.
- Children are encouraged to wash their hands thoroughly using liquid soap and water.
- Children are supported to wash their hands for approximately 20 seconds, using age-appropriate guidance.
- Liquid soap and suitable hand-drying facilities are readily accessible.
- Staff must wash their hands thoroughly after changing nappies, assisting with toileting, handling soiled clothing or coming into contact with bodily fluids.

**Duty of Care**

The setting has a duty of care to ensure that children's personal hygiene needs are met promptly and appropriately.
Children must not knowingly be left in wet or soiled nappies or clothing for an unreasonable period. Failure to provide appropriate personal care may constitute a safeguarding or neglect concern and may be addressed through the setting's safeguarding and disciplinary procedures.
Staff must report any concerns about a child's personal care needs, toileting, hygiene, wellbeing or treatment to the appropriate member of the management/safeguarding team.

**Partnership with Parents and Carers**

We recognise that parents and carers know their child best. We will work collaboratively with families to ensure that nappy changing, intimate care and toilet training are consistent with the child's needs and home routines wherever reasonably possible.
Parents/carers should inform the setting of:

- Any medical or developmental needs affecting toileting or intimate care.
- Any allergies or sensitivities to wipes, creams or other products.
- Changes to the child's toileting routine.
- Any concerns regarding constipation, diarrhoea, discomfort or other relevant health

issues.
- Any specific care arrangements that the setting needs to be aware of.

The setting will communicate with parents/carers where there are repeated concerns about a child's toileting, nappy changing or personal care needs and will work with them to identify appropriate support.

**Review**

This policy will be reviewed regularly to ensure that it remains consistent with current safeguarding, health, hygiene and early years requirements, as well as the individual needs of children attending the setting.