

COMMUNITY KIDS PRE-SCHOOL & AFTER SCHOOL CLUB

Tolbury Mill Hall, Higher Backway, Bruton, Somerset,
BA10 0DP

Tel: 01749 813933 Mobile: 07596 766869

www.communitykidsbruton.co.uk



Nappy Changing and Toilet Training Policy

Statement of Intent

We understand that children will be at different stages of toileting and all children are treated with dignity, compassion and care during nappy changing or toileting.

Aim

Our setting will ensure that this is a relaxed time and that the children feel at ease. Community Kids Pre-school is happy to change children's nappies and does not ask parents / carers for their child to be toilet trained on joining the pre - school.

We will maintain each child's privacy. During potty and toilet training, staff will inform parents of their child's progress.

Nappy changing times are key times in the day for being close and promoting security as well as for communication, exploration and learning.

Method

- Only staff members with Disclosure Barring Service (DBS) [Enhanced] clearance will undertake personal care such as nappy changing and toileting duties to any child. They will inform other members of staff they are doing so as part of Safeguarding.
- Students who attend the setting may need to change a nappy as part of their course curriculum, if this is the case, parents / carers will be asked to sign a permission form allowing a student to change their child's nappy under the supervision of a member of staff with a DBS check.
- Whom the child is familiar with will undertake this task. Staff will liaise with parents in regards to changing routines.
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- Children will be able to go to the toilet or have their nappy changed as and when needed. There is no set times for nappy changing.
- All children will be changed on a changing mat in a private space where staff can be seen and heard by other staff members.
- During toileting and nappy changing, out of the respect for the child, staff will explain what they will be doing, ensuring that the child is happy and never make any inappropriate comments about a child genitalia or contents of a nappy.
- We will ask parents and carers to provide spare nappies/pull ups, wet wipes, change of clothes and nappy sacks.
- All staff are aware of the hygiene procedures and follow these when changing nappy's.
- The changing mat will be wiped down with antibacterial wipes or spray after each nappy change.
- Once finished the staff will wash their hands with hot, soapy water and dry on disposable towels.
- We will encourage children to manage their own clothes but will assist where necessary.
- Children will be encouraged to wipe themselves, but staff may help at a child's request
- Potties are available for children to use. Potties will be placed in a location where children will be able to have some privacy. We have child sized toilets.
- If a child has an accident, then the staff will change or support the child to change into the spare clothes that are provided by the parents. These will then be bagged and placed on the child's peg for parents to take home at the end of the session.
- If there are no spare clothes provided by the parents then staff may place the child in some spare clothes from the setting. These will need to be washed by the parents and returned to the setting as soon as possible.
- If there is no suitable clothing for whatever reason, then staff may wish to phone the parents to ask if they could bring some in for their child.
- All children will be encouraged to adopt good personal hygiene by washing their hands, using soap and disposable hand towels.
- Staff changing a child's nappy or clothes will sign and date details on the changing record.

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- If a parent has any queries or concerns, they should talk to their child's key person or other member of staff.
- Parents/Carers are asked to inform staff of any toiletry requirements as written on the registration form and talk with the manager if they have any concerns.

Links to other policies and legislation

- Every Child Matters 2004
- Children's Act 2004
- Somerset Code of Practice
- Children Act 1989, 2004
- Childcare Act 2006
- Data Protection Act 1998
- UNCRC

Adopted by **Jo Goodland** on **27/07/2022**

Date to be reviewed _____

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____