



CENTRAL@RLK

POLICIES AND PROCEDURES

6.4 - NAPPY CHANGING (3 & 4 year old rooms)

Policy statement

No child is excluded from participating in our provision who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. Central@RLK works with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Central@RLK makes necessary arrangements to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.

Central@RLK 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

- A list of children who are in 'pull up's' (or nappies) is located in the nappy changing folder.
- Young children should wear 'pull ups' or other types of training pants as soon as they are comfortable with this and their parents agree.
- Young children are, at every opportunity, encouraged to take an interest in using the toilet; they may just want to sit on the toilet while talking to a friend who is also using the toilet.
- Any child requiring 'pull-up's' or nappies will have their own bag to hand, containing their nappies or 'pull-up's' and wet wipes. Where these have not been provided or have run out, a call will be made to parents/carers requesting that they bring some to the setting. The child will be put in pre-school 'pull-ups' or pre-school pants (depending on availability) until this time.
- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Disposable white gloves and aprons are put on before changing starts and the area is prepared. Changing mats will be cleaned with antibacterial spray and paper towels before and after each change. No child will be present during the cleaning of the changing mat.
- All staff members are made aware of the hygiene procedures and carry these out when changing nappies.
- Staff members are gentle when changing; they avoid pulling faces and making negative comment about 'nappy/toilet contents'.
- Staff members do not make inappropriate comments about young children's genitals when changing their nappies.
- Staff members ensure that nappy changing is a relaxed time in which to promote independence in young children.
- The children will be encouraged to wash their hands following a nappy change/trip to the toilet: soap and towels will always be available to them and wherever possible some time will be allowed for them to explore the water and soap.



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- Every nappy change is recorded in the nappy changing folder.
- Soiled nappies or pull ups will be bagged up with all wipes, gloves and aprons and disposed of in the nappy disposal unit. Any cloth nappies, trainer pants and ordinary pants which have been soiled with faeces or urine are emptied and bagged for the parent/carer to take home; these are placed in the pink box.
- Central@RLK will support parents with toilet training at any time; however any child attending, who is due to start school in September, will be expected to start toilet training during the January - April term, ready for their transition to school. (Schools will not accept children still in nappies, except as stated below).
- The only exceptions to toilet training will be for a diagnosed medical condition or Special Educational Needs/disability (to be discussed with the Manager/Deputy Manager).
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Students are NOT permitted to attend to a child's toileting needs unsupervised.
- However, at the discretion of the Manager/Deputy Manager, students over 17, with an Enhanced DBS check may be permitted, to enhance training, only if supervised at all times by an Enhanced DBS checked member of staff and only if to do so, will not cause any distress to the child being changed.
- Volunteers will NOT be permitted to attend to a child's toileting needs.
- DBS checked committee members will be permitted to attend to a child's toileting needs at the discretion of the Manager/Deputy Manager.

This policy was adopted at a meeting of	Central@RLK
Held on	27th July 2015
Date to be reviewed	July 2016
Signed on behalf of the management committee	
Name of signatory	Rebecca Davies
Role of signatory (e.g. chair/owner)	Chairperson