

TOILETING AND NAPPY CHANGE POLICY

Our Preschool aims to meet the needs of children by providing a clean, safe, and hygienic place for toileting, and for the changing of nappies or pull-ups. We believe that toileting and if required nappy changing is provided in a caring and responsive manner and are valuable opportunities to promote children's learning while meeting individual children's needs.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
112	Nappy change facilities
115	Premises designed to facilitate supervision
155	Interactions with children
156	Relationships in groups
168	Education and Care Services must have policies and procedures

170	Policies and procedures are to be followed
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RELATED POLICIES

Dealing with Infectious Diseases Policy Family Communication Policy Interactions with Children, Families and Staff Policy	Hand Washing Policy Health and Safety Policy Supervision Policy
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PURPOSE

Our Preschool aims to ensure best practice guidelines are adhered to for toileting and nappy changing, ensuring that children's bathrooms and nappy change areas are maintained in a hygienic state to eliminate or reduce the spread of infectious disease. Our Preschool will also ensure that toileting and nappy change routines are used as an opportunity for interactions between the educator and child and to provide opportunities for the child to become independent in toileting.

SCOPE

This policy applies to children, families, staff, management, Approved Provider, Nominated Supervisor, and visitors of the Service.

IMPLEMENTATION

Toileting and if required nappy change routines are incorporated into our routine, both at designated times and throughout the day to meet children's individual needs. Educators will communicate with parents to develop continuity between our Preschool and home in regard to their child's toileting practices and nappy changing. We will develop a toileting plan in consultation with parents to develop a consistent approach to toilet training (we encourage all families to start toileting training in the summer holidays before their child starts preschool, as all children are 3 years and over). Educators must be responsive to special requirements related to culture, religion, or privacy.

Toileting and nappy changing will be carried out at frequent intervals throughout the day. Children whois still wearing a nappy will be asked to wear a pull-up so that they can be encouraged to sit on the toilet at regular intervals so that they can become toilet trained before starting school. Educators will monitor the progress of a child's toilet training and provide information to parents of how many times the child actually sat on the toilet or managed to use the toilet in a day.

Having their needs met quickly and in a caring responsive way builds children's sense of trust and security. It is also important to remember that the way that early childhood educators react to soiled or wet nappies, toileting needs, and toileting accidents give children powerful messages about themselves and their bodies.

Nappy changing and toileting routines are an excellent opportunity for educators to:

- build trusting and caring relationships with children while encouraging them to be independent in the bathroom
- build children's understanding of what is happening by inviting them to the bathroom and supporting their ability to predict what will happen next in the routine
- help children begin to develop and extend their self-help skills, which includes handwashing and dressing, and encouraging children to identify the feeling of accomplishment and pride that come with this.

All educators will carry out nappy changing; however, at times if a student is required to carry out this as part of their practical requirements, they will be under the constant supervision of a qualified educator.

Should a parent be in the bathroom helping their child, a staff member must accompany any other children needing to use the bathroom at the same time or be able to observe the bathroom

Appropriate hygiene practices must be maintained, and procedures followed to minimise any risk of infection at all times. Educators will continuously role-model and promote healthy hygiene practices and hand washing procedures, encouraging and supporting the children to follow these practices.

THE APPROVED PROVIDER WILL:

- provide adequate and appropriate hygienic facilities for nappy changing and toileting
- ensure nappy changing and toileting areas are safe and do not pose a risk to children (Reg. 106)
- ensure nappy change facilities are designed and located in a way that prevents unsupervised access by children
- ensure that the nappy change facilities are designed and maintained in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children using the facilities
- provide adequate supplies for nappy changing and toileting at all times
- ensure that adult and children's hand washing facilities are located within the nappy change area (Reg. 112)

- ensure handwashing posters are displayed in bathrooms and nappy change areas
- ensure nappy change procedures remain compliant and current
- ensure nappy change table/mats are hygienically cleaned and kept in excellent condition at all times to reduce the spread of infection- no holes, cracks, creases
- provide information to families at time of enrolment about:
 - use of disposable nappies (pull-ups)
 - requests to provide adequate supplies of clothes for children who are toilet training
 - the importance of ongoing and open communication between educators and families about nappy changing and toilet training with their child

THE NOMINATED SUPERVISOR WILL:

- implement policies, procedures, and training with educators to ensure nappy change procedures support children's safety, protection, relationships, and learning
- develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location that children cannot access
- ensure children's nappies (pull-ups) are changed at scheduled regular intervals at a minimum
- ensure nappy or pull-up is placed in the bin as soon as possible after the pull-up has been changed especially if soiled
- request families to provide additional change of clothes for children who are toilet training

EDUCATORS WILL:

- discuss children's individual needs with families to ensure practices are reflective of their home environment and are culturally sensitive
- provide information to families regarding children's nappy changes and toileting progress
- organise the nappy change area to promote positive interactions and promote positive learning experiences.
- ensure no child is left alone on a nappy change mat or bench
- keep nappy change areas fully stocked with all required materials at all times
- ensure that nappy change and toileting supplies are readily accessible to staff to ensure efficiency and the health and safety of each child
- encourage mobile children to walk to the nappy change area (special bathroom)
- children to walk up the steps onto the nappy change bench to minimise lifting by educators and to promote children's agency. We encourage the use of pull-ups so children can participate in the use of toileting in the children's bathroom and sitting on the toilet and hand washing.

TOILET TRAINING

[Our Preschool encourages all children to be toilet trained before starting at preschool. Toileting training is best started at home where children feel more confident. Educators will continue to guide and encourage children to use the toilet at regular times during the day or do toileting timing to encourage children to use the preschool toilets. We also ask that families take their child to the toilet on arrival so that the child feels comfortable with using the bathroom. Educators will communicate with parents/guardians to develop consistency between home and the preschool in regard to their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion, or privacy needs.

Educators and families will communicate with each other regarding how the toilet learning is progressing, both in care and at home. This will support children to become more familiar and comfortable with the toilet training process. Children will be given the opportunity to complete the toileting procedure, such as toileting, flushing the toilet, and washing and drying their hands, but will always be supervised and assisted if required.

During this milestone, children should be empowered and encouraged to be successful. Toilet training varies for individual children. As educators we can take advantage of the child being in a group and the many opportunities that provides for learning from each other.

EDUCATORS WILL:

- request parents to supply a clean change of clothes for children who are toilet training
- assist the child to use the toilet
- assist the child to get dressed (and if required, change into dry clothes)
- encourage children, especially girls, to wipe front to back to reduce introducing bowel bacteria to the urinary tract
- encourage children to flush the toilet
- encourage and assist children to wash and dry their hands thoroughly as per *Handwashing Policy*

If the child has soiled or wet their clothes:

- place soiled clothes in a plastic bag or alternative and keep these in a designated area for parents to take home- rinse any wet and/or soiled clothes
- wash their own hands after helping children use the toilet

- wear disposable gloves, paper towel, disposable cloths, detergent and-disinfectant, if necessary, when dealing with spills- such as urine, faeces or vomit

CONTINUOUS IMPROVEMENT

The *Toileting and Nappy Change Policy* will be reviewed on an annual basis in conjunction with children, families, educators and staff.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Nappy and pull-ups Change Procedure	Bathroom and Nappy Change Cleaning Checklist
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SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Australian Children's Education & Care Quality Authority. National Quality Standard Information Sheet. (2018)

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Regulations](#). (2011).

Family & Community Services. (2019). Babies and toddlers: Toilet training:

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).

National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government.

Revised National Quality Standard. (2018).

The NSW Work Health and Safety Act 2011

Child Care Centre Desktop Policies & Procedures. www.childcarecentredesktop.com.au

REVIEW

POLICY REVIEWED BY	Maxine Smith	Preschool Director	June 2023
POLICY REVIEWED	JANUARY 2023	NEXT REVIEW DATE	JANUARY 2024
MODIFICATIONS	<ul style="list-style-type: none"> • Sources checked for currency • Minor edits throughout policy • Additional section added for Continuous Improvement • Additional section added for Related Resources 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JANUARY 2022	<ul style="list-style-type: none"> • Review of policy as part of annual cycle process • Minor edits in formatting • Sources checked for currency 	JANUARY 2023	