



## **Health and Safety: Nappy changing and Potty trained**

### **Policy Statement**

We aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. All our children (both toddlers and preschool) will have their nappies changed according to their needs and requirements by their key worker wherever possible.

We believe and respect that early years toilet training is a very personal self-care skill hence we do not rush any children to join or start the potty trained programme rather we encourage parents or carers to look out for the 'sign of readiness.' Once all the parties confirm the sign, then the nursery will have a discussion with parents or carers to go through the 'potty trained' process before the potty trained programme begins.

We ensure that the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as assuring all members of staff (with cleared DBS checked) involved is fully supported and able to perform their duties safely and confidently.

### **Procedure or Protocol: Nappy changing**

- We will check a child's nappy upon receiving the child at the nursery. If necessary it will be changed immediately. If it does not need to be changed the time checked should still be noted on the nappy changing chart.
- All children should be changed as and when needed, but at least 3 times daily – morning, lunch and afternoon. Whenever possible the child should be changed by their key person. All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet) or BM (bowel movement), time of nappy change and initialled by the member of staff.
- A child should be changed immediately if they soil their nappy or it becomes wet.
- When changing a nappy, staff members must wear a white disposable apron and white disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
- Spray anti-bac on the nappy changing mat after every nappy change, and wash hands.
- Respect the parents and carers choice of nappies for their child by ensuring you are using the correct make and size of nappy. Only nappy creams brought in by the parents and

carers for their own child may be used on the child. Staff must make a record when a child is sore and cream has been applied. In case of an emergency, the nursery will have a pot of antiseptic cream to apply to children who are sore and if the parent has given permission to apply the cream. To prevent cross infection a spatula must be used to apply the cream and washed after use.

- Should a member of staff have any concerns about a child they should speak to the setting Designated Safeguarding Lead (DSL) or Deputy DSL and follow the child protection procedures.
- Children must never be left unattended during nappy changing.
- All nappies and wipes must be put into nappy sacks and disposed of in the nappy bin with lid. All aprons and gloves must be put into nappy sacks and disposed of in the correct bin provided.
- At the end of the day, or if the bin becomes full, the nappy bags need to be taken outside and placed in the big bins. An apron and gloves must be worn when doing this.
- Wash nappy bins at the end of each day and leave to air by not replacing a bin liner and lid over the night.

#### **Procedure or Protocol: Potty Trained**

- Prior to the potty trained programme, setting provides lots of 'informal potty trained' opportunities for children, e.g. read books about potty trained, watching other children using toilet, having an accessible potty inside the nursery toilet or bathroom at home
- Looking out for the 'potty trained readiness'
- Meeting with parents or carers before starting the potty trained programme with child
- Full support from members of staff with encouragement, without expectation or judgement
- Each child will be individually monitored and parents or carers will be informed of the child's progress
- Children who are ready for potty trained programme will transfer from nappies to underwear (no pull-ups)
- We will ask parents and carers to ensure there are always enough sets of spare clothes in their children's bag
- Parents and carers will be asked to dress their children in sensible clothing, easy to take on and off independently, no dungarees, belts or tricky buttons.
- Children will be reminded to go to the toilet every half an hour by a member of staff and a record will be kept on their toileting throughout the day.
- Accidents will be dealt with sensitively, although children will be encouraged to undress and redress themselves, a member of staff will be there to offer support and offer reassurance.

- Soiling – if a child has a wetting accident, the soiled underwear needs to be placed in a nappy sack and then into the child's bag or on their bag immediately. Any child having a bowel movement accidents needs to be cleaned appropriately, if the underwear is badly soiled, place in a nappy sack and keep in the toilet area until parent collects and explains to the parent the condition of the underwear giving them to choice of keeping the underwear or allowing the staff to dispose appropriately in the yellow sack.
- We give children privacy when using potties, by sitting them out of sight or passers-by and other children using the toilet area. After use, a staff member needs to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac and put away immediately.
- We will arrange a meeting with parents and carers for any persistent accidents of the potty trained case, to discuss the cause and to find a different strategy or tactic that may help their children to continue the programme.

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| This policy was adopted and practiced at | <b>Village Montessori Nursery School Ltd</b>                |
| Effective date                           | July 2021   |
| Review date                              | July 2022   |
| Name of the manager who prepared         | Mrs Kwai Fong Purchase                                      |
| Read and acknowledge by member of staff  | Cristina (Deputy), Vicky, Svitlana (Room Leader), Magdalena |