**CRADLEY NURSERY**

**Nappy Changing, potty & Toilet**

**Policy & Procedures**

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#### Policy written by: Rebecca Wilson

**Nappy Changing, Potty and Toilet Policy & Procedure**

**Statement of Intent**

All staff have will have completed an induction procedure which covers this policy and the procedures within it. Regular checks from Management will be made to ensure that all staff are following procedure. Failure to do so will be viewed as a disciplinary offence.

All staff that perform toilet duty or nappy changing will hold an enhanced DBS.

Staff will allocated toilet duty in accordance with a specified rota. Students/Cover staff/New staff members will not change children until the children get to know them and are comfortable to go with them.

Admissions form completed before arrival will give parents an opportunity to discuss toilet routines and how their child likes to be changed and what words are used to refer to intimate body parts. Care plans for children with additional needs will be reviewed every term and updated if the need arises.

When a child needs to be changed or the toilet, the staff allocated to toilet duty for that day will let another member of the Nursery staff know that they are taking a child/children into the toilets. The main toilet door is to remain open at all times. No iPads or cameras are allowed in the toilet area whilst children are being changed or going to the toilet.

Parents are to provide nappies, creams and wipes for their child. The Nursery will maintain a daily record of when they have been changed and by whom.

Staff will potty train children in Nursery once Parents have started at home. If a child is showing signs of interest, Nursery staff will discuss training with parents. Advice from Health Visitors will be sought if needed.

Older children will be encouraged to use the toilets and wash hands by themselves whilst being sensitively monitored by the member of staff on Toilet Duty. Preschool boys who are independent in toileting will be encouraged to use the boys’ toilets. Preschool girls will use the Nursery/Class 1 toilets.

Staff are to use nappy/toilet training as an opportunity to support self-confidence and self-awareness skills and to talk about the importance of washing hands. Pictures and text to guide all processes will be placed in the toilet area to encourage maximum independence and learning time whilst having nappy changed or using the toilet.

**Nappy Changing Procedure and Guidelines**

When changing a nappy the following guidelines need to be followed at all times.

1) All nappies, creams etc. should be ready and to hand before changing the child on the changing mat.

2) Once placed on the changing mat, the child is not to be left unattended. Children should be changed in or near the furthest toilet cubicle to avoid any trips or falls onto the child being changed or in the safest available space if the end cubicle is in use.

3) Disposable gloves and aprons must be worn at all times and used only once.

4) After changing, nappy, wipes, aprons, gloves and any other items used must be put into a nappy sack before being disposed of in the white nappy bin. All soiled nappies should be double bagged and the bin must be emptied at the end of the day. The bin must be cleaned once a week.

5) After each nappy change, the mat should be wiped with an anti-bacterial wipe. Wash your hands with soap and warm water before drying your hands.

6) The member of staff on Toilet Duty is to empty the Nappy bins are to be after lunchtime if full and at the end of the day.

7) If you notice any rashes or marks on children that are not normally there please inform the Manager or Deputy Manager and record in the Incident/Accident book. This will should to be countersigned by the child’s parents or carers at the end of the day.

8) Aerosol sprays are not to be used to freshen the room.

 9) Any spillages are to be cleaned up using an appropriately marked mop in the cleaning cupboard and/or anti-bacterial wipes.

10) After a potty has been used, staff to throw contents down the toilet and to use the flush to sluice the potty. Wipe clean with an anti-bacterial wipe and dry. Do not stack potties one on top of the other. Potties are not to be washed in the sinks used for handwashing.