



Roman Road Primary School

Nappy Changing & Toilet Training Policy

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At Roman Road, we believe that toileting issues should not prevent a child from their right to accessing education. No child is excluded from attending our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work alongside our parents/carers with supporting their child towards independent toilet training, unless there are medical or other developmental reasons why this may not be appropriate for the child at the time.

The following policy outlines Roman Road's approach to nappy changing and toilet training in order to:

- Safeguard the rights and promote the welfare of children.
- Provide guidance and reassurance to staff who are required to change a child's nappy and toilet train.
- Assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- Protect children from discrimination, and ensure inclusion for all.

We recognise that nappy changing and toilet training is intimate care and therefore this policy should be read with reference to Roman Road's Intimate Care policy.

BASIC PRINCIPLES

Toilet training is an important developmental part of a child's physical development as outlined in the early years development matters guideline. A child's understanding of toileting procedure is designed to lead to independence. At Roman Road, we view toilet training as a self-care skill that every child should have the opportunity to learn at their own pace with the full support and non-judgemental concern of adults. Every child at Roman Road is respected and valued as individuals and we will adapt our setting and strategies to the needs of the child in order to ensure that every child is receiving optimum care and support. We aim to support children in achieving the highest level of autonomy that is possible for the individual child, given their ability and needs.

Nappy changing and toilet training should be safe, calm and comfortable for a child and at Roman Road, staff will keep in mind the following principles when proceeding with nappy changing and toilet training:

- Every child has the right to feel comfortable, safe & secure
- Every child will be respected and valued as individuals
- Every child has the right to privacy/dignity when staff are attending to their needs
- A child's understanding of toileting procedures is designed to lead to independence
- Every child has the right to achieve their highest level of autonomy in consideration to their ability and needs

NAPPY CHANGING PROCEDURE

At Roman Road, we have a nappy changing facility located in the nursery classroom with all necessary equipment available.

The adult changing a child's nappy is responsible for adhering to the following procedures:

- ✚ The adult must inform another member of staff that they will be carrying out a nappy changing procedure
- ✚ The adult must begin by informing the child of intending to change their nappy. Adult must ensure that the child understands and anticipates what is going to happen, as appropriate to their level of development. It is important that the adult makes the child feel safe, reassured and happy to comply. During the nappy change procedure, the adult should try and provide verbal instructions of what they are doing at each stage of the procedure, as appropriate to the child's level or provide other comforting strategies such as singing etc.
- ✚ Collate all necessary items needed prior to each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (each child should have their own named cream and written permission obtained from

the parent). It is a good idea to have a named box or bag for each child containing these items and spare clothes in case of accidents.

- ✚ Wash and dry your hands prior to every nappy change.
- ✚ Put on gloves and apron. You should use a new set of gloves and apron for each nappy change.
- ✚ Ensure the nappy changing table is clean by wiping it down using antibacterial wipes.
- ✚ Place the child on a nappy changing table or, if using steps, support the child if necessary to climb up the steps.
- ✚ Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- ✚ If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them by hand.
- ✚ Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin.
- ✚ Put on a clean nappy (apply cream first if necessary).
- ✚ Take off the gloves and apron and place them in a pedal operated bin.
- ✚ Dress the child.
- ✚ Help the child to wash their hands if necessary using liquid soap, warm water and paper towels/hand dryer.
- ✚ Adult to thoroughly wash their hands using liquid soap, warm water and paper towels/hand dryer.

Adult must notify parents of any significant observations made during a nappy changing procedure (i.e. badly soiled nappy/strong urine etc.). Adult will keep a record of the times of each nappy change and include whether the child was wet, dry or soiled and will share this information with the parents/Carers. In the 3 hours a child attends our setting we will check the child's nappy at least 3 times. It will be the key person responsibility for changing the child's nappy. If the child's key person is unavailable then they will be seen to by a member of staff that the child is familiar to within the setting.

TOILET TRAINING PROCEDURE

We will commence toilet training procedure if a child is showing signs that they are developmentally ready and we will work alongside parents/carers to make this judgement. Signs of readiness may include:

- Having a fairly dry nappy for longer than usual time – up to 2 hours or more
- Seems uncomfortable with wet or soiled nappies by fidgeting and/or walking in a funny fashion, pulling at their nappy
- Has regular and predictable bowel movements
- Going somewhere quiet or hidden during bowel movements.
- Is usually dry after nap time.

If the child is demonstrating most of the above skills and parent/carer agrees that their child is ready for toilet training, then the following procedures will take place:

- ✚ The classroom teachers will meet with parent/carer to discuss toilet training procedures. We ask that parents commence the toilet training at home where the child will be more comfortable and confident to do so. Once parents have commenced the procedure at home, only then will we endeavour the toilet training in school. It is important that toilet training at home and in school is similar in order to ensure that children are not confused and so during this meeting, an agreed plan will be discussed on how to best support their child taking into account of their needs and patterns.
- ✚ We advise parents to bring their child to school in underwear and not pull ups/nappy and provide sufficient extra clothing.
- ✚ On arrival to school, the parent/carer is encouraged to take their child to the toilet.

- ✚ We aim to build up the child's confidence with regular visits to the toilet. At first, the adult will encourage the child to go toilet every 15 minutes intervals and be supervised by the adult at all times. The adult must inform another member of staff every time they intend to carry out a toileting procedure. As the child shows more confidence, then this interval time will be increased to every 30 minutes (dependent on the child's ability to do so). We will continue this until the child is showing confidence in acknowledging when they need to use the toilet and can do so independently.
- ✚ Adults must record every time the toilet is used by the child on a toilet chart with the times of when the child used the toilet. The toilet chart can be viewed by parents on request.
- ✚ Adults must supervise the child in the toilet at all times and ensure children wash their hands with soap at the sinks.

Adults will encourage children to become independent when toileting although we are able to assist children that require help. Children will not be rushed; neither will they be made to sit on the toilet against their will. We will work at a pace that is comfortable for the child. Should any child refuse the help of an adult when toileting, the adult must respect the child rights and make parents/carers aware that this has happened during the day.

Accidents are inevitable and normal and we will not make children feel discouraged. If a child has an accident then the adult will clean and change the child. During a soiling incident, the adult will clean the child using wet wipes to the best of their ability and this should be done privately and not in front of other children in order to not make the child feel uncomfortable or embarrassed. Children's soiled clothing should be bagged to go home, never rinsed by hand and parents should be informed of the incident.

We understand that due to changes in routines or at home some children may regress. If a child has been dry for a while and they begin to have accidents, we will work alongside parents to support their child through this time. We advise parents not to put their child back into pull ups/nappies as this may make them more insecure.

VULNERABILITY TO ABUSE

We ensure that all staff is DBS checked and familiar with our Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse. All staff also receives regular training in child protection and health and safety.

Children are changed and toilet trained in a calm, reassuring and caring way by their key person. Furthermore, adult's involved in carrying out an intimate care procedure must signal their intention to change a child's nappy or supervise them in the toilets before doing so, ensuring that the child understands and anticipates what is going to happen. This helps give children the important message that not just anyone can pick them up, take them off and undress them.

Staff should always change children in the nappy-changing area located in the nursery classroom which, whilst allowing for privacy is not closed off. This provides a culture of openness which safeguards children and ensures all adults follow safe working practices.

SUPPORTING PARENTS/CARERS WITH TOILET TRAINING

At Roman Road, working in partnership with our parents is essential to ensuring that our children receive the optimum care and support. We understand that toilet training can be a very challenging and distressing time for both the child and parents. We work alongside our parents to ensure consistency for the child and support for the parent as necessary. Any significant observations made during a toilet training (and nappy changing) procedure will be notified to the parents (i.e. badly soiled/strong urine etc.). We will regularly liaise with parents regarding

their child's toileting progress and we expect parents to share how their child is making progress at home so that we can put in place appropriate measures to help move children further along.

PROTECTION OF STAFF

All staff involved in supporting with nappy changing and toilet training have been DBS checked and regularly trained regarding child protection and health and safety. The following measures will be carried out to ensure that all staff are protected and should also be read in conjunction with Roman Road's Intimate Care Policy:

- Staff will be trained in good working practices which comply with health and Safety regulations.
- Staff will inform another member of staff discreetly that they are taking the child to carry out a care procedure.
- If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to the senior member of staff and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded onto a concern form and discussed with a senior member of staff immediately.
- Risk Assessments will be carried out for Toileting and Nappy Changing procedures.
- Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling.
- Adults must wear personal, protective equipment such as disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/ body fluids, and when handling soiled linen.
- Children's wet or soiled clothing should be bagged to go home, never rinsed by hand and parents should be informed.
- Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/ pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins.
- All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.