

Nappy Changing and Toileting

Below we have set out guidelines for staff carrying out nappy changing and toileting at the Nursery.

- All adults assisting with toileting and nappy changing should be enhanced DBS cleared employees of the nursery.
- Where possible the adult should be familiar with the child and ideally working with the child in the nursery.
- Ensuring that privacy and dignity are maintained
- Two adults should be present when toileting procedures are being carried out, this is so staff are protected should there be any allegations
- The staff should notify their colleagues when they are taking a child to the toilet.
- It is important to maintain the child's self-image and social standing with his/her peer group through sensitive handling and discretion.
- Staff should consider suitable responses to questions that children or other adults may ask.
- All staff in the nursery must have Level 1 training in **Safeguarding Children**.
- Toilet training procedures should take place in a place which provides enough privacy for the child. The area should provide full hygiene facilities and be sufficiently spacious to enable the maximum possible personal space for the child and staff.
- The parents/carers must sign a consent form to give their permission for staff to change their child's nappy and allow staff permission to change their children's clothing (permission gained through our registration form)

Parents/Caregivers Responsibilities

- To provide the nursery with nappies, cream, wipes and spare clothes – all clearly labelled with the child's name.
- To sign a form giving their consent for staff to change their child's nappy or to assist with toileting their child.

Staff Responsibilities

- To ensure hand washing facilities; liquid soap, nailbrush, running water and disposable paper towels are available.
- Disposable vinyl gloves and plastic aprons must be worn.
- Gloves and aprons should be disposed of after every use.

Body Fluids

- Any bodily fluids must be dealt with by trained staff.
- 'Response' (a special disinfectant that kills all biological germs) must be used on the areas where bodily fluids have had contact with.
- Staff must ensure they are wearing the vinyl gloves to safeguard themselves.
- The nappy and all disposable items should then be placed in an appropriate sized plastic bag and tied securely.
- Soiled clothes should be removed as soon as possible and placed in a plastic bag, which is then tied securely and sent home for washing.
- Staff must always wash and dry their hands after changing or toileting a child.

Equal Opportunities

This policy applies to all children who require assistance with toileting or nappy changing regardless of their gender, colour, race, ethnicity or any special needs.

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