



Nappy Changing and Toileting Policy

Date: November 2025

Review: November 2026

Policy intention

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents / carers towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Procedure

Nappy Changing

- Every child will be frequently checked to see if they need to be changed – at least every three hours when they are awake
- Young children from two years may wear ‘pull ups’ or other types of trainer pants as soon as they are comfortable with this and their parents / carers agree.
- Only practitioners with fully cleared checks under the Disclosure Barring Service will undertake changing young children or taking them to the toilet
- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Each young child has their own basket to hand or bag with their nappies or ‘pull ups’ and changing wipes.
- Gloves and aprons are put on before changing starts and the areas are prepared.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies. Each mat must be wiped after changing every nappy.
- Practitioners must wash hands after changing every nappy.
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- They should be encouraged to wash their hands and have soap and flannels to hand. They should be allowed time for some play as they explore the water and the soap.
- Practitioners are gentle when changing; they avoid pulling faces and making negative comment about ‘nappy contents’.
- Practitioners do not make inappropriate comments about young children’s genitals when changing their nappies
- Older children access the potties or toilet when they have the need to and are encouraged to be independent.
- Nappies and ‘pull ups’ are disposed of hygienically. Any soiled nappies or pull ups are bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.

- When nappies are changed or checked the practitioner must mark the Daily Nappy Changing List with the date, time and condition of nappy. They will initial this to show they changed the nappy
- If young children are left in wet or soiled nappies/'pull ups' in the setting this may constitute neglect and will be a disciplinary matter. Settings have a 'duty of care' towards children's personal needs.

Toilet Trained Children

- Staff will work in partnership with parents regarding toileting their child, this will include use of language to maintain consistency with home and will vary between families
- Parents should be encouraged to bring a change of clothes to include trousers, pants and socks and a pair of easy clean shoes with toilet training begins
- Children will be taken to the toilet at regular intervals and staff will try to monitor children for signs of them needing to use the toilet.
- Children are given help with undressing, sitting on the toilet and wiping them if needed, they will also receive encouragement to be independent and the staff respect their need for privacy
- Staff will praise the child if they have tried to sit on the potty/toilet or manage to use the potty/toilet. They will never be reprimanded if they have an accident, this will be dealt with calmly and the child will be reassured and comforted to maintain their dignity
- Children will be encouraged to wash their hands after using the toilet

Other useful policies:

- Fees and funding
- Concerns and complaints
- Key Person
- Intimate Care