



Nappy Changing and Toileting Policy

Date: September 2026

Review: September 2028

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
- 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 discreet and private. There are safe areas to lay young children if they need to be cleaned.
- Each child has their own basket to hand or bag with their nappies or 'pull ups' in
- Cream and wipes are provided by the preschool unless given otherwise by parents
- 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 a nappy
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children as well as songs, rhymes and communication and language
- Practitioners are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- Practitioners do not make inappropriate comments about young children's genitals when changing their nappies
- 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 bagged for the parent to take home.
- When nappies are changed or checked the practitioner must mark the Care Diary with the time and condition of the nappy

Toilet Training/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
- Children will be taken to the toilet/potty at regular intervals and staff will try to monitor children for signs of them needing to use the toilet
- Children can access the potties or toilet when they have the need to and are encouraged to be independent
- Staff will remind children to use the toilet/potty
- Children are given help with undressing, sitting on the potty/toilet and wiping if needed, they will also receive encouragement to be independent and the staff respect their need for privacy
- Staff will praise and encourage the child if they have tried to sit on the potty/toilet or manage to use the potty/toilet. Reward charts can also be used
- Accidents will be dealt with sensitively and 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/potty and have soap and paper towels to hand
- We will ask you to ensure there are always 3 full sets of spare, labelled clothes in your child's bag in case your child needs to be changed on more than one or two occasions
- If your child is in underwear and has persistent accidents (3 or more) in one day, we will put a pull-up or nappy back on them to save further upset, anxiety and stress for your child
- If persistent accidents continue, we may advise that you may need to delay potty training for a short while and resume later
- When a child goes to the toilet the time will be marked in their Care Diary along with whether it was on the potty, toilet or accident