

## Maidenbower Infant School Nursery

### TOILETING AND CHANGING POLICY

As part of their care children require their toileting needs to be met enabling them to feel comfortable and cared for. All children need to feel confidence in the carer and to be treated with respect and dignity when their toileting needs are undertaken. Toileting care includes washing, wiping and drying depending on the child's individual needs, when using the toilet or changing a nappy. All staff will undertake this role giving regard to the emotional and social needs of the child

Children will be given supervised access to toilet facilities freely. No child will be denied access to a toilet when they need it.

All members of staff will adhere to the following procedures;

#### **Procedures**

1. A designated area will be made available for nappy changing when needed, together with disposable gloves and aprons (which must be worn) nappy bags and a nappy bin
2. Inform other staff when you are about to change a child
3. Ensure that you are aware of the individual child's nappy changing routine
4. All soiled nappies, gloves and wipes must be placed in a nappy bag and placed in the nappy bin
5. Adults to wash hands and encourage child to wash their hands
6. Clean area using anti-bacterial spray and re-wash hands

#### **Procedures for toilet training**

*Parents/carers of any children attending nursery wearing nappies or pull-ups will need to supply nappies, pull-ups and wipes and ensure that a supply of these is available each time their child attends nursery.*

1. Talk with parents and work alongside them to make sure that there is a consistent approach between home and the Nursery
2. During toilet training staff are to be aware of the child's toileting needs and to ask the child from time to time if they need to go to the toilet
3. If the child is unable to get to the toilet and has an "accident" staff must remain calm and reassure the child being sensitive to the child's needs. Take the child to the toilet and change and clean them. If available use the child's own spare clothes, if not use clothes from the Nursery stock. Put the soiled clothes into a bag and put into the red box ready for going home time. Ensure that gloves and all soiled waste are disposed of correctly in the nappy bin in the staff toilet.
4. Adults to wash their hands and encourage child to do the same.

Staff work with parents to ensure that children are toilet trained before they start school.

**THIS POLICY IS REVIEWED ANNUALLY. A SIGNED COPY OF THE POLICY IS DISPLAYED ON THE PARENTS INFORMATION TABLE IN THE NURSERY.**