St Paul's C of E Primary School

Early Years nappy changing and toileting policy

Revised and adopted by the Governing Body September 2026Review

Review Date: September 2027

Early Years nappy changing and toileting policy

In the Early Years Foundation Stage, the Early Learning Goal for health and self-care states that by the end of Reception, children should be able to manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.

We know that children develop at different rates, and some children coming into our nursery may still be wearing nappies or be in the process of toilet training.

No child will be excluded from participating in our setting who may, for any reason, not yet be toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support of adults both in the nursery and at home.

Our policy takes a partnership approach and is in accordance with the requests of the parents/carers and consistent with the physical and emotional abilities of the child. We take into consideration the Equality Act, Health & Safety regulations and guidelines issued by Warwickshire County Council, as well as professional and expert advice, e.g. from Heath Visitors and specialist organisations such as www.eric.org.uk.

This policy was last reviewed in March 2021.

Aims:

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children and ensure their individual needs are identified and met.
- To ensure children are supported during this period of their development so that they have a positive experience.
- To work alongside parents/carers towards independence, with the family and child feeling supported throughout.
- To consider the family's cultural preferences where possible.
- To signpost sources of further information about bladder and bowel health and toilet training.
- To provide guidance and reassurance to staff who are required to change a child's nappy/clothes.
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.

Safeguarding:

We believe all children have the right to:

- Be treated with respect and to be protected from harm.
- Feel and be safe in their interactions with adults and other children.
- Understand as early as possible what is meant by feeling safe and being safe.

We follow the principles of Jigsaw, a personal safety programme which aims to promote resilience in children, using clear communication, and awareness of safe behaviours. We will therefore always use the correct terminology for body parts. For example, if children use nicknames for body parts such as fairy or winky, we will model back the correct vocabulary of vulva or penis. These are not seen as rude words, but

biological words that describe specific anatomical parts. Children are then equipped to speak clearly and specifically about their body, helping to safeguard them by enabling them to describe if inappropriate sexualised activities were to occur.

It is important that children are changed in a reassuring and caring way by their key person or known member of staff. The adult should signal their intention to change a child's nappy/clothes and ask for the child's consent, as appropriate for their development.

Only regular staff members (who all have an enhanced DBS check) who the child is familiar with will undertake nappy changing/toileting. Volunteers or students on placement should not carry out nappy changing/toileting, but can support with hand washing.

Staff should always tell another member of staff when they are changing a child, and only use the nappy changing areas in the bathrooms which allow for privacy but which are not closed off.

Facilities:

We believe our school is a place where we all want to be, where children feel safe and secure, and this extends to our toilets.

Some children find going to the toilet frightening (e.g. the sound of the flush, the water splashing), and toilet avoidance can lead to constipation or urinary tract infections.

Our toilets are age appropriate and low level, allowing children to sit with feet flat and firmly supported, knees above hips. We sometimes use potties in nursery.

Staff check there is an adequate supply of toilet paper, soap and paper towels and that the toilets are kept clean and tidy throughout the day in order to provide a safe and pleasant environment.

Additional information:

Occasionally children in nursery may have special educational, medical or emotional/trauma related continence issues that require a different approach to toileting. Careful consideration of any care plans and advice from professionals should be sought in these cases.

Regular encouragement and praise is important during toilet training. A reward chart may sometimes be useful for a child to experience success. This should be personalised to the child and shared with the parents/carers. The focus should be on achievable goals such as sitting on the toilet when asked to do so. Keeping pants dry may be an unachievable goal initially.

It is not the sole responsibility of the nursery to toilet train a child. Toilet training is a joint effort between home and nursery. Once a child has begun toilet training at home, we will work in conjunction with the parents/carers and encourage children to work towards managing their own personal hygiene independently in nursery as an important part of their personal, social and emotional development.

During the transition to toilet training, we discourage the use of pull-up nappies. We suggest that if nappies are used, e.g. for naps or journeys, a nappy could be put over pants so if the child wees they are aware of the sensation of feeling wet.

We recommend boys should be guided to sit down to wee. The correct mechanism of weeing is triggered by relaxation and it is much easier to relax when seated. In the early stages of toilet training children cannot differentiate between the need for a wee and the need for a poo. If they wee standing up they may hold onto the poo and can become constipated.

Staff guidelines – nappy changing:

- Draw up a nappy changing plan with the parents/carers when required (see pro forma). The main time to do this is at a new starter parent consultation.
- Check regularly (or as agreed with parents/carers) whether the child's nappy needs changing. A recurring alarm on the iPad may be useful.
- Respect a child's dignity by taking them into the bathroom if you need to check their nappy (do not check in the classroom in front of others).
- Inform another member of staff when you are changing a child.
- Leave any doors open.
- Wear appropriate protective clothing (apron and gloves) which should be thrown away after use.
- Use a changing mat, and disinfect before and after use. (Ensure the changing mat is replaced when worn or dirty.)
- Encourage the child to help get themselves undressed/dressed.
- Bag used nappies in a nappy bag and dispose of in the nappy bin in the staff toilet.
- Double bag wet/soiled clothing ready to hand to parents at the end of the session.
- Wash hands thoroughly, and supervise the child washing their own hands.
- Write on the chart in the bathroom to keep a record of nappy changes (see pro forma). These should be retained and sent to the EYFS lead for archiving at the end of the academic year.
- Discretely inform parents/carers at the end of the end of session.
- Review child's progress towards toilet training with parents/carers as required.
- Review child's progress towards toilet training with colleagues as required, e.g. when moving from nursery to pre-school.

Staff guidelines – toilet training:

- Draw up a toilet training plan with parents/carers when required (see pro forma). The main time to do this is at a new starter parent consultation.
- Check regularly (or as agreed with parents/carers) whether the child would like to use the toilet, being observant for behaviour that indicates they need to use the toilet. A recurring alarm on the iPad may be useful.
- Ask, "Do you need the toilet?" rather than do you need a wee/poo.
- The optimum timing for toileting is 20-30 minutes after meals (the most likely time for a child to poo).
- There should be a suitable interval left between prompts to wee as the bladder needs to be full to empty correctly. Children should be encouraged to drink regularly (ideally five cups a day).
- Respect a child's dignity by taking them into the bathroom if you need to check their pants (do not check in the classroom in front of others).
- Deal with any toileting accidents in a sympathetic, low key manner. Staff should maintain a calm, supportive approach at all times. Toileting accidents are to be expected – children learn to recognise the sensation of needing a wee/poo by wetting/soiling.
- Clean any toileting accidents promptly, using a red mop and disinfectant on hard surfaces, and on carpet. Use wet floor signs to keep the area clear.
- Inform another member of staff when you are changing a child.
- Leave any doors open.
- Wear appropriate protective clothing (apron and gloves) which should be thrown away after use.
- Encourage the child to help get themselves undressed/dressed.
- Use a changing mat, and disinfect before and after use.
- Double bag wet/soiled clothing ready to hand to parents/carers at the end of the session.
- Wash hands thoroughly, and supervise the child washing their own hands.
- To monitor progress, write on the chart in the bathroom to keep a record of toileting successes and accidents (see pro forma). These should be retained and sent to the EYFS Lead for archiving at the end of the academic year.
- Discretely inform parents/carers at the end of the end of session.
- Review child's progress towards independence with parents/carers as required. If the child does not appear to be making progress, or regresses, discussions should be had with the parents/carers as to the reasons why, (e.g. whether it may be a physical or emotional issue), and to consider returning to nappies and trying again at another time.
- Review child's progress towards independence with colleagues as required, e.g. when moving from nursery to pre-school.

Nappy changing plan – to be completed with parent/carer

A plan must be put into place for every child coming into nursery in nappies.

We encourage children to work towards managing their own personal hygiene independently as an important part of their personal, social and emotional development. Please see our nappy changing and toileting policy for further information.

We will regularly review this plan according to the child's progress or the parents/carers' wishes.

Please check the following:

☐ I agree to provide a bag with enough nappies, wipes and nappy bags for their time in nursery.

☐ I agree to send my child to nursery in clothing that is easy to manage.

☐ I agree to ensure that my child arrives at nursery in a clean nappy.

☐ I give permission for staff to check my child's nappy regularly and change my child's nappy as required, or in accordance with any other arrangements made in this plan.

☐ I agree that nursery staff and I will exchange any significant observations made during a nappy change (i.e. badly soiled nappy/strong urine/nappy rash etc.)

☐ I agree to complete a toilet training plan with nursery once my child has begun toilet training at home.

Please specify any particular requirements, e.g. use a cream, or any particular words used during nappy changes: *(Please note, in nursery we will always use the correct terminology for body parts.)*

……

……

……

Child's name:	
Parent/carer signed:	
Relationship to child:	
Date:	
Nursery Teacher signed:	

Toilet training plan – to be completed with parent/carer

A plan must be put into place for every child coming into nursery who is currently toilet training.

It is not the sole responsibility of the nursery to toilet train a child. Toilet training is a joint effort between home and nursery. Once a child has begun toilet training at home, we will work in conjunction with the parent/carer and encourage children to work towards managing their own personal hygiene independently in nursery as an important part of their personal, social and emotional development.

Toileting accidents are to be expected. Please see our nappy changing and toileting policy for further information.

We will regularly review this plan according to the child's progress or the parents/carers' wishes.

Please check the following:

☐ I agree to provide a bag with enough spare pants and clothes, wipes and nappy bags for their time in nursery.

☐ I agree to send my child to nursery in clothing that is easy to manage.

☐ I agree to ensure that my child uses the toilet at home before arriving at nursery.

☐ I give permission for staff to check if my child needs the toilet regularly, or in accordance with any other arrangements made in this plan.

☐ I agree that nursery staff and I will exchange any significant observations made during toilet training (i.e. repeated accidents/strong urine etc.)

☐ I agree to work in partnership with nursery and follow the same toileting routines at home.

Please specify any particular requirements, or any particular words used during toilet training: *(Please note, in nursery we will always use the correct terminology for body parts.)*

……

Child's name:	
Parent/carer signed:	
Relationship to child:	
Date:	
Key worker signed:	

Nappy changing / Toilet training / Accident chart

DATE	CHILD'S NAME	TIME	STAFF INITIAL	COMMENT e.g. checked, changed, accident	TOILET USED?

Nursery copy to toileting file.