**Mucky Pups Preschool**

**Nappy changing/Toilet training policy**

**Aim**

*This policy aims to ensure that at Mucky Pups we support children’s care and welfare daily in line with their individual needs and to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.*

All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Babies and toddlers will have their nappies changed according to their individual needs and requirements by their key worker wherever possible. Information will be shared between parents and key person about nappy changing and toilet training in a way that suits the parents.

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

**Aims**

* To ensure that children in our care are always comfortable and happy
* To safeguard the rights and promote the welfare of children
* To provide guidance and reassurance to staff who are required to change children
* To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are into account
* To protect children from discrimination and ensure the inclusion of all

**Basic Principles**

At Mucky Pups staff will bear in mind the following key principles when changing a child’s nappy:

* Children have the right to feel safe and secure
* Children will be respected and valued as individuals
* Children have a right to privacy and dignity
* In order to promote and develop greater independence, children need to be support in their understanding of toileting procedures
* To ensure children are comfortable and happy, nappies will be checked every three hours and changed if wet or soiled.

**Vulnerability to Abuse**

As a school we ensure that all staff are familiar with our safeguarding policy as well as our procedures to help develop each child’s resilience and protect them from any form of abuse.

It is important that children are changed in a reassuring and caring way by a member of staff they have a close relationship with. Furthermore, it is important that we signal our intention to change a child’s nappy before doing so, ensuring that the child understands and anticipates what is going to happen, as appropriate to their development. This helps given children the important message that not just anyone can pick them up, take them off and undress them.

Staff should always change children in the nappy-changing area which, whilst allowing for privacy are not closed off. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

**Working with Parents/Carers**

• We will work with parents when developing a child’s nappy changing routine.

• Where parents are present, eg during the settling in period, they will be asked to change their child’s nappy.

• If a child has any disability or medical need that may affect the personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.

• Parents will be asked when their child first starts EYFS whether they have any need or any special words or actions used during their nappy changing procedure.

• Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (ie badly soiled nappy/strong urine etc) or recorded in their home/school book.

**Achieving Continence**

At Mucky Pups Preschool we will encourage all children to achieve continence when they exhibit signs that they are ready. This will be achieved through modelling, positive praise, working with parents, and having high expectations. In addition to this, a child’s key person will ensure that nappy changing times are relaxed and a time to promote increasing independence.

**Protection for Staff**

As far as possible, the child’s keyworker will be responsible for the intimate care, if this is not possible then it will be the familiar “buddy” keyworker until such times as the child feels confident with all members of staff

Protection for that person will be undertaken in the following ways:

* Staff will be trained in good working practices which comply with Health and Safety regulations.
* Each instance of intimate care will be recorded by the adult who completed it.
* Details recorded will include:

1. What personal care tasks were carried out
2. By whom
3. The time and date it was completed

* If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the manager/deputy manager and recorded.
* Where staff are concerned about a child’s actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the designated safeguarding lead immediately and recorded on the chronology.

**Changing procedures followed by staff: (see nappy changing procedure)**

* Check the changing area is clean and safe.
* Ensure the following items are within reach; wet wipes, nappy, nappy sack, nappy bin
* Wash hands following the correct hand washing procedure
* Put on disposable gloves
* Place child on changing mat using the correct lifting technique
* Remove nappy and place in nappy sack
* Clean child’s bottom wiping from front to back with wet wipe, dispose of in nappy sack
* Put clean nappy on child and dress
* Remove child from changing mat using correct lifting technique
* Put nappy sack in nappy bin
* Spray changing mat with antibacterial spray and wipe with disposable cloth, dispose of in nappy bin
* Remove gloves and place in the bin
* Wash hands following the correct hand washing technique

**Staff will ensure that;**

* A child WILL NOT be left alone on the changing table at any time with one hand always kept secure on the child.
* Nappy changing is to be a pleasant time for both you and the child, do not pull faces or make negative comments about “nappy contents.”
* Always interact with the child while changing their nappy
* Staff must not make inappropriate comments about young children’s genitals when changing their nappies.
* Use appropriate nappies that have been provided by the child’s parents.
* Children should be encouraged, where appropriate to help with dressing/undressing.

**Toilet Trained/Training**

* If a child is old enough to meet his own toileting needs, the staff member can support the child according to age and ability to a use a potty or toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.
* Staff members will also ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.
* When supporting a child that needs to be changed the staff member will approach the child and explain that they would need to clean and change them into some dry clothes.
* The staff member will put on pair of disposable gloves/apron.
* Remove the wet/soiled clothes from the child.
* Clean the areas that need cleaning. The staff member will talk through with the children what they are about to do so that they are happy and understanding. If a child is capable of doing so, they can help with the removal of any clothing.
* Wet/soiled clothing will be put into a bag so that they can be sent home.
* The staff member will wash their hands with antibacterial soap and running water and then dry then on a disposable paper towel.
* Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the kindergarten room to continue with their activities/play.
* Staff will return to the changing area and clean the area using the cleaning materials and liquids provided. The area will then either be closed until dry or a wet sign would be placed up.

**Parental Responsibilities**

At Mucky Pups Preschool, we work in partnership with parents and ask them to assist us by ensuring the following:

* Parents understand and agree the procedures that will be followed when their child is changed at nursery.
* To supply nappies that will be used and applied as necessary.
* Parents understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health (2 watery/loose nappies in quick succession – (see also unwell child policy and procedure)
* Parents must send their child in nappies or protective underwear until they are dry and clean most of the time.

Date policy adopted on: 1st June 2023 Date for Review: 1st June 2024

Signed: J E Wills Position: Manager