



**Little Bookham & Effingham  
Preschool**

### **Nappy Changing and Toileting Policy & Procedure**

Children who wear nappies are welcome to attend the preschool, and we do not require them to be toilet trained when joining. We will provide nappies and wipes for children at preschool which are inclusive of fees.

Nappy changing and cleaning/changing a child who has soiled/wet their clothing takes place in accordance with the individual child's needs and not necessarily in accordance with the preschool routine. It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. Children should be treated with dignity and respect and given privacy appropriate to the child's age and situation. The child should be encouraged to express choice.

All Little Bookham & Effingham Preschool staff members have current Disclosure and Barring Service checks (DBS) which are routinely checked every half term on the update service. Any new member of staff who is awaiting their DBS check will not be permitted to change a child's nappy/clothing, be left alone with children at any time and or to carry out personal care. Also volunteers or visitors to the preschool will not be permitted to change a child's nappy/soiled/wet clothing (with the exception of long-term volunteers who have completed inductions and hold a current DBS check)

Before taking a child to change their nappy/ soiled/wet clothing, the staff member responsible will inform another member of staff. This is to ensure other staff members do not worry if they have seen that a child is missing from the group and also it is to ensure that staff members are aware of where other members of staff are.

A nappy changing and toileting record is signed and dated by members of staff every time a child's nappy or clothes are changed, or they have helped a child wipe/provide intimate care.

Children's nappies will be changed in the toilet area, of which the preschool has sole use of during the day. Staff members will ensure that the area is clean before changing a child's nappy/soiled clothing/wet clothing. Adults wanting to use the preschool toilets are asked to wait until the nappy changing/toileting procedure is completed and all children are back in the room.

If required, Parents/carers are able to supply nappy cream for their child in its original container clearly named. Parents are asked on the registration form if they give us permission to supply creams that they have provided.

### Procedure for Changing a Nappy

When changing a child's nappy, staff members ensure that health, hygiene and safety for the child and themselves is maintained. The member of staff changing a nappy will follow the procedure stated below:

1. Adult to wash hands,
2. Clean nappy changing mat, using an anti-bacterial spray,
3. Put on disposable gloves,
4. Bring child to nappy changing area, using steps provided if appropriate
5. Lay out and open nappy sack and have packet of wipes open, ready to use,
6. Use preschool nappies and wipes unless requested otherwise by a parent.
7. Depending on the child's age, encourage the child to take off their own clothing and lay on the mat.
8. Take off the used nappy and place it in the nappy sack,
9. Clean the child's bottom with wipes, ensuring they are clean. Place used wipe in the nappy sack,
10. Put on clean nappy, and encourage the child to pull up their clothing (depending upon age),
11. Once a child's nappy has been changed use an anti-bacterial spray to clean the nappy mat and wipe with paper towels.
12. Dispose of used gloves in the nappy bin.
13. Staff members will wash their hands.
14. Staff members support children to wash their hands.
15. Complete the nappy changing/toileting records with child's full name and staff  
staff
16. initials

### Changing Soiled/Wet Clothing

When changing a child's soiled/wet clothing, staff members ensure that health, hygiene and safety for the child and themselves is maintained. The member of staff will follow the procedure stated below:

1. Collect the child's clean clothing or collect spare preschool clothing if needed.
2. Adult to wash hands,
3. Put on a pair of gloves,
4. Support the child when removing soiled/wet clothing and place it in the nappy bag
5. DO NOT rinse underwear in the toilet or sink, place directly in a nappy bag. (Avoid touching soiled/wet clothing as much as possible).
6. Clean the child's bottom with wipes, ensuring they are clean. Place used wipes in a separate nappy sack and put in the nappy bin.
7. Depending upon child's age and ability help them to get dressed into clean
8. Clothing,
9. Staff members will wash their hands.
10. Staff members support children to wash their hands.
11. Child's soiled/wet clothing to be bagged up, labelled with child's name and place the 'accidents to go home' box
12. Complete the nappy changing/toileting records with the child's full name and staff initials.
13. Inform parent/carer that their child has been changed, or another member of staff who will be present at collection time.

### Helping with toileting

When assisting with toileting, staff members ensure that health, hygiene and safety for the child and themselves is maintained. The member of staff will follow the procedure stated below:

1. Adult to wash hands,
2. Put on a pair of gloves
3. Encourage independence and for the child to wipe themselves wherever possible, the adult may need to assist in passing toilet paper, suggesting where to wipe etc.
4. If needed, use toilet paper to wipe the child's bottom.
5. If needed, clean the child's bottom with wipes, ensuring they are clean. Place used wipes in a separate nappy bag and put in the nappy bin.

6. Encourage children to pull up their own clothes (depending on age and ability)
7. Dispose of used gloves in the nappy bin.
8. Staff members will wash their hands.
9. Staff members support children to wash their hands.
10. Complete the nappy changing/toileting records with the child's full name and staff initials.

### Useful Guidance

Health protection in children and young people settings, including education, 2022  
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Statutory Framework for the EYFS, 2021.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/974907/EYFS\\_framework\\_-\\_March\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf)