6.4	Maidenbower Pre-School Playgroup

Safeguarding and Welfare Requirement: Health

Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies.

Safeguarding and Welfare requirements: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Nappy changing/Toileting

Policy statement

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 towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing facilities and exercise good hygiene practices 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.

Procedures

- Our staff have a list of children who are in nappies or 'pull-ups'; and change nappies frequently and when necessary.
- We encourage young children from two years to normally wear pull ups, this is to promote their independence and build on the skills required.
- Our staff take it in turns to change children's nappies unless a child or parent/carer requests differently.
- Children are changed normally in the toilet area and by qualified staff who have an Enhanced DBS. Staff respects children's dignity and privacy at all times.
- Our changing area is within the main toilets of the community centre and can be accessed by non- users. To ensure children's safety we place a notice on the door telling people they cannot enter at present.
- Each child brings a bag to playgroup with their nappies or pull ups, changing wipes and nappy sacks, plus a full change of clothes or two. However, we do have spares available.
- We have a right to charge for extra nappies, pull ups, wet wipes and nappy bags if you have not provided adequate provisions.
- Our staff put on gloves and aprons before changing starts and the areas are prepared. The changing mat is freshly wiped with anti-bacterial spray/disinfectant for each child after use. Gloves are not always required for a wet nappy where there is no risk to infection, however, gloves are always available for those staff who choose to wear them. Gloves are always used for soiled nappies.
- All our staff are familiar with our hygiene procedures and carry these out when changing nappies.
- Our staff never leave them unattended whilst in the toilet.
- We are gentle when changing; and avoid making negative comments.

- We do not make inappropriate comments about children's genitals when changing their nappies.
- In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.
- We encourage children to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- We encourage children to wash their hands thoroughly and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- We use liquid soap or foam soap for young children.
- Older children accessing the toilet are encouraged to be independent.
- We dispose of nappies and pull ups hygienically. Any faeces in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for parents to take home.
- We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute as a disciplinary matter.

Toileting

Maidenbower Pre-School Playgroup feels that children need the opportunity to be listened to in all aspects of life, including toileting, and staff need to take account of their decisions.

Toileting pointers:

- If boys appear not to know what to do the staff will offer the choice to sit or stand.
- If girls appear not to know what to do staff will ask if they pull down or lift up their skirts/dresses.
- Staff ask children **NOT** to lock the toilet doors. Some children are happy to leave them open, other children like to ask the adults to hold it shut.
- The staff encourage children to wipe their own bottoms; however, they do ask if they would like help.
- On some occasions, it will be necessary for a member of staff to step in and help a child wipe their bottom. Staff would never leave a child intentionally dirty.
- If a parent/carer has any requests/concerns about their child's toileting abilities or any other pointers relevant to that particular child that would help staff, these should be brought to the attention of the manager/key worker.
- Student placements and volunteers will not be permitted to take any child to the toilet other than their own child.
- Only committee members/staff with the appropriate DBS checks will be permitted to take children to the toilet.

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g., chair, director or owner) _____