



## **EWPS & LITTLE ELLIES**

# **Nappy Changing and Potty/Toilet Training Policy**

<b>Policy Creation &amp; Review</b>	
<b>Author(s)</b>	Manager
<b>Creation Date</b>	December 2019
<b>Last review date</b>	October 2025
<b>Next Review Date</b>	October 2026

# **Nappy Changing and Potty Training**

## **Introduction**

Ellen Wilkinson Primary School and Little Ellies are committed to safeguarding and promoting the welfare of children in its care. Meeting a pupil's intimate care needs is an important aspect of safeguarding.

This policy applies to all staff undertaking personal care tasks but particularly those in the Early Years Foundation Stage (EYFS) and staff supporting pupils with Special Educational Needs and Disability (SEND). In addition to this, there are other vulnerable groups of children that may require support with personal care on either short, longer term or permanent basis due to SEND, medical needs or a temporary impairment.

## **Definition:**

Intimate Care is any care that involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, however some pupils are unable to do so because of their age, physical difficulties or physical needs. In most cases this involves procedures associated with personal hygiene such as washing, toileting, nappy changing and dressing, but may also include specific procedures such as the administration of certain medicines. It also includes supervision of pupils involved in their own intimate self care.

## **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 whatever their age. We work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time. We make necessary adjustments to our bathroom provision and hygiene practice 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-judgmental concern of adults. It is the right of the child to be treated with sensitivity and respect, and in such a way that their experience of personal care is a positive one.

### **Nappy Changing Procedures**

- Where possible key persons undertake changing young children in their key groups.
- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Each young child has their own basket to hand with their nappies or 'pull ups' and changing wipes.
- Gloves and aprons are put on before changing starts and the areas are prepared.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Key persons are gentle when changing; they avoid pulling faces and making negative comment about 'nappy contents'.
- Young children are encouraged 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.
- They should be encouraged to wash their hands and have soap and towels to hand.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and 'pull ups' are disposed of hygienically. Any soil (faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the bin. Pants that have been wet or soiled are bagged for the parent to take home.
- NB if young children are left in wet or soiled nappies/'pull ups' in the setting this may constitute neglect and will be a disciplinary matter. Settings have a 'duty of care' towards children's personal needs.
- Therefore all babies and young children using nappies will be changed a minimum of 3 times a day regardless of need and where possible should always leave the setting in a clean nappy. All changing times are recorded and initialled by a staff member.

### **Potty/Toilet training Procedures**

The staff are experienced in helping children to potty/toilet train. If you think your child is developmentally ready to start using the potty/toilet we will endeavour to support you and your child to the best of our ability. Potty/toilet training can be a very daunting process for parents but please be assured that our staff will work with you every step of the way to ensure the process is a smooth one. Please be aware that it can take longer for a child to potty/toilet train at nursery as there is so much more happening within the environment than at home. This is why we ask you to start potty/toilet training your child at home and ensure that your child is able to recognise when they need to 'go' before it is introduced at nursery.

Please be aware of the following protocol that your child's key person will follow:

- Once you have introduced potty/toilet training to your child at home, we will start encouraging your child to sit on a potty/toilet at nursery. We will try to copy your routine as close as possible to maintain continuity for your child.
- When you feel your child is ready, usually when they've done their first few urine in the potty/toilet we encourage you to bring them to nursery in 'pants/knickers' rather than taking off a nappy/pull up to use the potty/toilet.
- If it becomes evident that children are making no progress with potty/toilet training at nursery after 2 weeks, your child's key person may suggest waiting until your child is ready.
- Your child needs to wear suitable clothing when potty/toilet training (no belts, dungarees or baby grows).
- Whilst your child is potty/toilet training their key person will keep you informed on their progress.
- At first, we will put your child back in pull-ups for relaxation and sleep time, until your child is dry throughout the day.
- Accidents will be dealt with calmly, sympathetically and in a way which is encouraging for the child.
- We request that if your child is potty/toilet training you bring in sufficient spare clothes for the staff to dress your child if they should happen to have an accident. (This includes spare socks and shoes)

We understand that due to changes in routines or at home some children may regress. If your child has been dry for a while and they begin to have accidents your key person will work with you and support your child through this time. They will not be put back into 'pull ups' as this may make them more insecure but will be encouraged more than usual to use the toilet.

### **Staff Training**

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible
- Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

They will be familiar with:

- The control measures set out in risk assessments carried out by the setting
- Hygiene and health and safety procedures
- They will also be encouraged to seek further advice as needed.

### **Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Supporting pupils with medical conditions
- SEND policy
- Health & Safety
- Inclusion policy
- Child protection and safeguarding policy
- Intimate Care Policy