

Nappy Changing & Toileting Policy

Rationale:

Bright Babes Early Learning Centre ensures that the bathroom/ nappy changing area is a positive place for children to be:

- Where children are empowered to participate in their own routines and are adequately monitored.
- To ensure that children and teachers are kept safe and hygienic throughout daily nappy changing and toileting routines.

Purpose:

Bright Babes Early Learning Centre has specific procedures for nappy changing so that there is no risk of infection being spread amongst children and staff. This policy will ensure that staff and parents/caregivers are aware of their responsibilities when changing children and that each child is treated with dignity and respect during nappy changing times.

Procedure:

Supervision

Staff and other adults are well monitored by a Person Responsible. There are limited opportunities for staff and other adults to be alone and out of sight with children. There is adequate monitoring of the bathroom through a door and/or through the window.

Any teacher who is using the room for care routines supervises the bathroom/nappy-change area.

Toileting:

All our toilets are adult sized; a foot stool will be provided to help assist children who cannot reach by themselves.

When a child is showing signs to toilet e.g.: asking, taking their nappy off, knowing when he/she has urinated or soiled their nappy, happy to sit on the toilet, a permanent staff member will have a discussion with the parents to determine the next course of action.

Generally toileting will begin at home first until the child has confidence and an understanding of their ability prior to starting toilet training at Bright Babes Early Learning Centre.

We encourage parents to pack lots of knickers/undies and bottoms (skirts, shorts, pants) in their child's day bag and to be prepared for lots of washing as toileting accidents happen.

Bright Babes Early Learning Centre supports perseverance and only when/if there is probable cause will we discontinue to toilet train the child.

Steps while at Bright Babes include:

1. Reminding the child at regular intervals to go to the toilet
2. Support from a staff member until the child is showing confidence in their ability
3. Scaffolding the child until it becomes an instinctive ability
4. Allowing them the independence to utilise the bathroom when they need to

If a toileting accident should occur staff will follow the 'cleaning/changing sick or soiled children policy'

Nappy Changing

Nappy changing is undertaken by **permanent** staff.

Permanent student's/ student volunteers and regular relievers may be permitted to change nappies under the guidance of a permanent teacher, after the children have become comfortable with the new adult and after agreement amongst the teaching team.

The child being attended to will have a staff member stay right beside them, one hand on the child at all times.

The 'Nappy Change Procedure' will be displayed in the bathroom.

At times washable nappies can be requested and supplied by families, staff will ensure that the nappy has been rinsed and put into their wet bag or the like, to be returned home the same day as used.

Hygiene

Bright Babes recognises that nappy changing, and toileting is a high-risk activity. Handwashing and hand-drying, and cleaning and bleaching the area between nappy changes, are essential to stop the spread of disease.

There are warm water taps and soap dispensers over the hand washing trough/sinks in the children's bathroom, there is also water facilities outside for messy play activities handwashing.

The children will be encouraged and supported to wash their hands with soap after every visit to the toilet and prior to eating food and to dry hands using what is provided. Babies and little toddlers will be assisted to wash their hands with a damp clean washcloth before and after handling food. The washcloth will go into a container, as our tapu and noa protocol, and washed separately as a body cloth.

Adults will wash their hands or use hand sanitiser before and after helping any child in the nappy change area or toileting routine. (Even if gloves have been worn.)

The nappy change mats will be wiped with the recommended bleach solution after each nappy change. Disposable gloves will be available for adults to use during nappy changing.

Used disposable nappies will be put in a nappy containment unit. In the Infant and Toddler building the bin is emptied at least at the end of each morning and afternoon. Preschool and Kindy rooms the bin will be emptied at the end of each day.

Alignment with other policies:

- Staff Safety Checking Policy
- Nappy Change Procedure
- Medicine Policy

Relevant Background (including legislation/regulation references):

- Licencing Criteria 2008 – HS3, HS30
- Education regulations (2008) – 45, 46, 57
- Te Whāriki (1996) – Well-being/Mana Atua: Children experience an environment where they are kept safe from harm.

Policy review Schedule

Review every three years or when there is a significant change in the area of the policy topic.

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| Introduction Date: | 4.4.16 | | | |
| Next review Date: | 4.4.19 | 27.11.19 | 27.11.22 | |
| Comment: | Introduced as parents were asking and we didn't have a policy | Now includes procedures for the Preschool and Kindy rooms. | | |
| Consultation Undertaken: | Parents Management Staff | Parents Management Staff | | |