**The Willow Tree Children’s Centre**

**Toileting and Nappy Changing Policy**

The Willow Tree Children’s Centre is committed to safeguarding and promoting the wellbeing of all of the children in our care. We are committed to ensuring that all staff members responsible for the personal care of children undertake their duties in a professional manner at all times. All hygiene and safety practices used in the service are consistent with recommendations from the Health Protection Surveillance Centre (HPSC) and the HSE.

We respond to children’s individual personalities, sensitivities and needs in relation to nappy changing, toileting and toilet training. We work in close partnership with parents/guardians to share information and provide continuity of care. This includes asking for information from parents about the words and practices used at home for nappy changing or toileting and supporting toilet training.

Our intention is that no child will ever be left in wet or soiled clothing. As soon as a member of staff responsible for a child is aware of the child having wet or soiled themselves, they will assist them in cleaning up and changing. The wet or soiled clothing will be wrapped in a plastic bag and sealed for parents to take home. At all times the member of staff will pay attention to the level of distress and comfort of the child and will only help them to change with their agreement. We will do our best to provide reassurance and encouragement to the child. In the event a child is reluctant and then refuses, their parent/guardian will be contacted immediately.

We will do our best to avoid drawing attention to such events and to positively support and encourage children in their efforts to become as independent as they are able. Where there is a decision made in partnership with parents to devise an individualised toilet training plan – based on the child’s developmental level and their readiness to learn – this is co-ordinated with the parents/guardians and records are kept in the child’s individual record.

At all times interactions are warm and positive and children’s cues are responded to quickly. Children who are out of nappies or who are training have unrestricted access to the toilet. We work with parents to support toilet training, when a child shows readiness - unless there are medical or other developmental reasons why it may not be appropriate for toilet training to begin. Where specialist equipment and facilities, above what is currently available in the service, are required, every effort will be made through accessing the support of AIM (Access and Inclusion Model) to provide appropriate facilities in a timely fashion. This will be done following agreement with parents/guardians and with the support of a Physiotherapist and/or an Occupational Therapist if necessary.

One child will be cared for by one adult unless there is a sound reason for having more than one adult present. In such a case, the reasons are documented. The needs and wishes of the child and their parents are taken into account wherever possible, within the constraints of staffing and in accordance with equality legislation.

In the event of their child having an unexpected need for help with personal care (for example in the case of a toilet ‘accident’ or wet clothing), parents/guardians are always informed on the day. This information is communicated to the parent discreetly in person, by phone or by sealed note.

All children are treated with respect at all times and in particular in relation to toileting and when personal care is given. No child will be attended to in a way that causes distress, embarrassment or discomfort. The privacy and dignity of each child is maintained and respected at all times.

**Procedures & Practices**

Interactions

It is important there is consistency in practice and communication between and with all staff regarding nappy changing and toileting practices.

Children are encouraged to be as independent as they are ableto be and to undertake as much of their own personal care as is practicable.

Children who are toilet trained or training are prompted by asking or reminding them about using the toilet to help avoid ‘accidents’.(If a child is encouraged to ‘hold on’ too long on a regular basis it may cause problems in the future with poor bladder emptying. On the other hand, bringing a child to the toilet too often can lead to reduced bladder capacity and also the child will not get the opportunity to experience ‘full bladder’ messages which they would learn to recognise as signals to go to the toilet.)

Staff members are always positive about toilet training so that encouragement is communicated in their language and behaviour.

Children don’t have to wait to use the toilet when one is available and are allowed to take their time during toileting.

Parents and the child are reassured that, if the child has an accident, it is not a problem and children will not be made to feel that it is an issue.

Child Protection

Please see Child Protection Policy and Procedures

When assistance is required in relation to personal care for a child, the staff member ensures that another appropriate adult is in the vicinity and is aware of the activities to be undertaken.

Cameras and smartphones are never to be taken into the changing area or the toilet area/s.

Partnership with parents

All toilet training and toileting related decisions and plans are made in partnership with parents.

Parents are consulted about the words and the practices used at home for nappy changing and toileting, to help ensure consistency and continuity of care for the child as far as possible.

Families are encouraged to provide older children who are toilet trained or training with clothes that make it easier for them to toilet independently, for example, elasticated pants that are easy to pull up and down.

Toileting ‘accidents’

When a child who is not using nappies wets or soils themselves accidentally, they are cleaned immediately.

Depending on the child’s age and developmental level, this may involve the member of the staff taking the child to an appropriate place in the toilet area or the changing area/room (always with the knowledge of at least one other member of staff, helping the child to remove their soiled clothes; cleaning their skin (this may include bottom, genitalia, legs, feet); helping the child to dress in the child’s own spare clothes; and wrapping soiled clothes in plastic bags (double wrapping if necessary) to give to parents to take home.

The member of staff responsible checks the child regularly to ensure that they are clean and dry before leaving to go home.

It is essential to balance the child’s privacy with their safety and the safety of the staff member. A staff member taking a child into the changing room informs another staff member of the need to change the child.

Hand washing

Both adults’ and children’s hands are washed after changing and toileting.

Children never share water in communal basins or bowls for hand washing.

Hand sanitisers or alcohol-based hand rubs are not a substitute for hand washing.

Gloves are not a substitute for hand washing – hands must always be washed before leaving the changing room/area.

### Guidelines for nappy changing

Staff members undertaking nappy changes should not be involved in the preparation, cooking or serving of food. If this is unavoidable, the staff member should wear a disposable apron as well as gloves and wash their hands. Please note: The apron for food preparation must be a new apron separate from any used for nappy changing.

Nappies must be changed in the designated changing *room/area.*

The door to the changing *room/area* should be closed when the *room/area* is in use and after leaving the *room/area.*

### Procedure for changing a nappy

* Ensure you have all equipment needed (including cleaning wipes, any required lotion or cream, a clean nappy) **within easy reach** of the change mat; that your hands are clean and you can reach the nappy bin **before** you start.
* Wear a disposable plastic apron when there is a risk of getting urine or faeces onto skin or clothing.
* Two *[powder free vinyl or latex ‘single use’]* disposable gloves must be worn.
* Let the child know that you are going to change their nappy. Always approach them from in front and pick them up or lead them to the change table gently. Encourage child to use steps, onto the changing table, where necessary.
* Close the change area door.
* Place/assist the child onto the change table. **Never move away from the child while they are on the change table even for an instant**. Always keep one hand on them to prevent them rolling or climbing off the change table. *[Safety straps are not recommended as they are not reliable to restrain a child and are likely to become contaminated. Cleaning and disinfecting a strap would be required after every change.].*
* Keep everything that could be a safety hazard out of the child’s reach.
* Interact positively with the child throughout the process. Remove the nappy and dispose of it by placing it directly in the appropriate bin. *[This could be a foot operated, lined, lidded bin that is leak proof, sealable, easily cleanable or a specific bin designed for used disposable nappies.]*
* Any non-disposable nappies should be double bagged and placed directly into plastic bags to give to parents. Solid faecal matter may be disposed of into the toilet. Never rinse or wash non-disposable nappies because the risk of splashing may cause germs to spread.
* Remove any clothes with urine or faeces on them.
* Clean the child with the appropriate wipes – always ensure that girls are cleaned from front to back to prevent infection of the urethra.
* Check for, and plan to record, any skin problems the child may have.
* Apply cream/lotion, if required, with clean cotton wool or a clean tissue. Ensure creams and lotions are not shared between children. *[Creams and lotions for each child should be individually labelled.]*
* Put on the new/clean nappy.
* Remove gloves and apron. First remove one glove by folding it down from the wrist and hold it in a ball in the other gloved hand. Still holding it, remove the second glove by folding it down from the wrist, turning it inside out and wrapping it over the first glove as you go. Put the gloves directly into the bin.
* Dress the child.
* Take the child away from the change table and wash their hands or allow them to wash their own hands and dry them using a paper towel.
* Take the child back to the play area.
* Clean the change mat with detergent and warm water and dry it after each use. If soiled, clean then disinfect using a chlorine-based disinfectant (according to manufacturer’s instructions), rinse and dry after use.
* Always wash hands after every nappy change using warm water and liquid soap. Wearing gloves is not a substitute for washing hands.
* Dry hands with a disposable paper towel.
* Ensure the door to the changing area is closed as you leave.

### Keep changing area clean:

* All surfaces must be cleaned and disinfected daily (including nappy changing unit and surrounding surfaces).
* The changing mat/s must be checked on a regular basis and discarded if the cover is torn or cracked.
* Ensure the nappy changing area is well ventilated and bins are emptied frequently.

Change gloves:

* After caring for each child.
* After doing different care activities on the same child.
* Wash hands after gloves are removed.

Encourage older children in nappies to be as independent as possible:

* In accessing the changing area/table.
* Dressing themselves.
* Washing and drying their hands.
* In decisions around when nappies are changed.

### Guidance for nappy changing and toileting on outings

* Advance consideration must be given to arrangements for offsite activities.
* Every child’s right to privacy must be respected and children should be changed only in an appropriate place where their privacy and dignity can be maintained.
* This area should be clean, warm and safe.
* Appropriate facilities must be available –such as a changing mat, child’s toilet seat or potty.
* Parents are asked to provide all necessary consumables which could include: nappies, baby wipes, nappy sacks, and plastic bags for soiled clothing.
* Changes of clothing must also be made available by parents.

*[You need to also consider:*

* *The risk assessment procedure for all nappy changing/toileting activities – balancing risk with the need for privacy and dignity.*
* *What options/solutions to provide where there may be a risk of injury to a staff member (such as lifting heavy or tall children).*
* *Who can change children’s nappies.*
* *How often children’s nappies are checked/changed.*
* *The hand washing practices to be used – see Appendix A for poster.*
* *The practices to be used while wearing disposable gloves.*
* *How staff members work with families to support children’s toilet training.]*

Guidelines for use of potties

Potties must be used in the toilet area only.

After a child has used a potty:

• Put on disposable gloves and apron and put contents of the potty into a toilet.

• Remove residue with toilet roll and flush down the toilet.

• Clean the potty with detergent and hot water or paper towel with detergent and hot water.

• Dry with paper towel.

• Remove gloves and apron.

• Wash your hands.

• Then help the child to wash their hands.

• Put potty in a clean, dry area — do not store potties one inside the other.

Potties must never be washed in the designated hand washing sink. Potties must be stored out of reach of children when not in use.

Guidance for toileting

For children who are toilet trained or training:

• Always inspect the toilet area (including toilet seats) before they are used by the children and during the day to make sure they are visibly clean.

• If needed, help children use the toilet and wash their hands afterwards.

• Wash your hands after helping the children usethe toilet.

Guidance for toileting on outings

• Advance consideration must be given to arrangements for offsite activities.

• Every child’s right to privacy must be respected and children should be changed only in an appropriate place where their privacy and dignity can be maintained.

• This area should be clean, warm and safe.

• Appropriate facilities must be available

• Changes of clothing must also be made available by parents.

**Communication of Policy**

All parents/guardians are to be informed of this policy. Staff members will check with parents/guardians that they have read and understood the policy and provide any assistance needed.

A summary of this policy will be included in the Parent/Guardian Handbook and the full policy is available on the website www.blennervilleplayschool.com

This policy will also be reviewed with staff at induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents/guardians upon request.

Parents/guardians may receive a copy of the policy at any time upon request.

Parents/guardians and the staff team will receive written notification of any updates.

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Child Care Act 1991 (Early Years Services) (Registration of Pre-school and school-age Services) Regulations 2018.

This policy was reviewed and adopted by The Willow Tree Children’s Centre on 1st January 2024.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Management

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