

Nappy Changing Routine and Toilet Training Policy (Also refer to the Intimate Care Policy)

West Rise Nursery



October 2026

This policy outlines the procedures and principles for delivering intimate care to children in our nursery.

It ensures that children's dignity, safety and wellbeing are respected at all times in accordance with the EYFS Statutory Framework and Safeguarding best practices.

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying-out an invasive procedure to children's intimate personal areas.

This policy is guided by:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Working together to safeguard children
- Keeping children safe in education
- Children Act 1989 and 2004

Intimate care refers to any personal care that involves physical contact, including:

- Nappy changing
- Toileting assistance
- Washing and cleaning (e.g. after accidents)
- Dressing and undressing
- Application of prescribed creams or lotions

Nappy changing routine and toilet training policy.

West Rise Nursery will ensure that when children are changed both their physical and emotional needs are met.

Children will be changed regularly and promptly and their changes documented accordingly.

Nappies will be changed by the members of the nursery team who are appropriately trained and have been DBS cleared.

During the home visit or parent meeting at nursery, the Nursery lead and/or the child's key person will discuss with the child's parents/carers the child's home care and changing routine. Any specific requests will be noted and followed.

Parents are requested to supply nappies however, the nursery does keep a supply of spare nappies and wipes. If barrier cream is required parents will need to supply in a named container and parental consent will be required to enable Nursery staff to apply the cream.

Changing will occur only in the designated changing areas, which meet health, hygiene and safety standards. The area respects the child's right to privacy yet is also easily supervised and accessible.

During potty/toilet training, nursery staff will encourage independence and support the child with positive reinforcement. Toilet training will be supported following discussions between a child's key person and their parent/carer. (See the policy on Toilet Training below)

The changing procedure:

Before changing, prepare the area

- Check that the changing area is clean.
- Wash hands with warm water and soap. Dry with a paper towel.

For each child

- Obtain child's bag with changing items including nappies, wipes, barrier cream if necessary and spare clothes.
- Put on fresh gloves; use an apron if the nappy or clothing is soiled.

Change the child

- Lift the child onto the changing mat or support the child to walk/climb up to the area if appropriate.
- Never leave a child unaccompanied on a changing mat.
- Remove the child's nappy or soiled underwear.
- Clean the child with wipes. Always wipe the genital area from front to back.
- Apply any barrier cream if necessary. (Prior consent is required from parents/carers).
- If the child is toilet training offer them the choice of a potty or toilet. If they would like to use this lift or support the child off the changing mat/unit and support and encourage them in their use of the potty/toilet.
- Put a clean nappy on the child and refasten their clothing. If clothes are soiled change and double bag in nappy sacks.
- Lift or support the child off the changing mat/unit if they have not used the toilet/potty.

Promote good hygiene

- Dispose of the used nappy in the provided bin or for re-usable nappies and soiled clothing double bag in nappy sacks. Return all clothing, nappies and resources to appropriate locations.
- Clean the changing area with provided cleaning materials and potty if used.
- Wash hands with warm water and soap. Dry with a paper towel.
- If toilet training, wash the child's hands or support the child to do so independently.

Monitoring, documenting, communicating

- If any marks, rashes or unusual bowel movements have been witnessed report these accordingly.
- Document the time of the nappy change and whether the child's nappy was wet, soiled or dry on the nappy change records. For children in pants or pull-ups record toileting times on clipboard. At the end of the session feed these back to the parent/carer.
- There should be interaction throughout the changing process e.g. through gestures, conversation and songs.
- The implementation of this procedure will be monitored by all team members and in particular supervisory staff. All team members have a duty of care to report any witnessed or suspected breaches of policy and procedure.

If a member of staff carrying out nappy change has concerns about physical changes in a child's appearance e.g. marks, bruises, soreness, they will report this using the school/nursery safeguarding procedures.

Any concerns about the safety or welfare of a child will be reported immediately to the local authority children's social care team.

Potty/Toilet Training Procedure

Potty/Toilet training is a very important milestone for each and every child. The child requires reassurance and guidance at every step to make sure that they are fully supported and encouraged during this stage of their development. It is equally important that we ensure effective partnership and communication with parents in order to give the child continuity between their home and nursery.

The following procedure will be followed:

- Nursery Lead must ensure that ALL staff in the team are fully aware of the child's stage of potty/toilet training.
- Parents' wishes must be taken into account at every stage and this must be communicated to the team.
- ALL children at the potty/toilet training stage must be accompanied to the bathroom and supervised and supported whilst in there.
- Reassurance and praise should be given at every step, stickers can also be used as these work well as a positive, visual reinforcement or other personalised, child led strategies
- Potties require immediate emptying and cleaning with an anti-bacterial spray ready for the next child to access.
- Children should then be supported to wash their hands with soap and water and dried thoroughly.
- All visits to the potty will be recorded on the clipboard and during handover parents will be informed of their child's progress on that day
- If any child is struggling with standard potty training techniques, then this will be discussed with the Nursery Lead and between staff and the child's parents

These policies and procedures will be annually reviewed and shared on website and with staff and parents.

We refer parents to **www.eric.org.uk** website for further support with toilet training.