


Services covered by this policy:	Pre-school Children's Service The Hamlet at Home
Post holder(s) responsible for this policy:	Children's Service Senior Manager
Date approved:	01/07/2024
Approved by:	Jayne Buckingham
Signed:	
To be reviewed:	July 2026

A. Policy statement

Our belief is that everyone at The Hamlet should be happy and safe, is unique and valued, can explore choice and opportunities, is encouraged to unlock their potential, can communicate in their own way and is part of the wider community.

This procedure is to be read in conjunction with The Hamlet's [Intimate Care Policy](#) to support the health, wellbeing and development of children and young people requiring personal and intimate care.

B. Purpose of this policy and why we have it

This policy aims to provide a clear framework alongside The Hamlet's [Intimate Care Policy](#) to ensure the safety and dignity of all children and young people who require developmental support with nappy changing, and at the appropriate time with potty training.

The Hamlet respects our children and young people and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able to be with their toileting needs.

C. Scope of this policy

- The Hamlet Users
- Parents/carers/home support staff of Hamlet Users
- The Hamlet staff

D. Policy

Routinely, nappies are changed twice throughout a 6-hour session. However, nappy changing takes place in accordance with each child/young persons individual routine. Frequency may depend on, the length of time they spend in the care of The Hamlet, their arrival and departure time and/or if they are accessing activities in the community.

Supporting positive self-esteem

Our staff will work with the child/young person to promote a positive self-esteem, body image and independence with self-care as far as is appropriate and practical. Staff will remain calm and offer a supportive approach to children and young

people at all times. Children/young people will not be rushed or forced to use the potty or toilet against their will. Staff will approach the child/young person quietly and calmly regarding the need to change or toilet them and be mindful of the child/young person's engagement in play. Staff will always be gentle when changing and avoid pulling faces and making negative comments about 'nappy contents'.

We acknowledge that it may take 10 minutes or more to change an individual child however it is recognised that the time spent changing a child/young person can and should be a positive learning time. 'Accidents' are to be expected as children/young people learn to recognise the sensation of needing a wee/poo by wetting/soiling. All staff should promote regular encouragement and ensure the child is praised. Staff work with parents to support the child/young person to agree small achievable steps towards potty and toilet training.

We will ensure:

- That supporting personal care is the responsibility of all DBS checked and approved staff for children within our care.
- Children and young people's individual needs are identified and met.
- Children and young people's right to safety, dignity and privacy is respected.
- Family's cultural preferences are considered.
- Nappy changing and potty training is a positive experience; both the family and the child/young person is supported throughout.
- Communication between the setting and family is promoted before, during and after potty training.
- Consistency of care is provided as far as possible.
- Families are provided with information and signposted to sources of further information about bladder and bowel health and potty training.

Protection for Staff

As far as possible, nappy changing procedures will be carried out by the child's Key Person (preschool only). We will support the staff in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations as set out in our [Health and Safety Policy](#).
- Staff will inform the room leader discreetly that they are taking the child to carry out a care procedure.
- If a situation occurs that causes staff concern, the incident is to be reported to the Preschool Manager and recorded.

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- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with a Designated Safeguarding Lead trained staff member immediately.
- Risk Assessments will be carried out for toileting and nappy changing procedures.
- Staff will be trained internally in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling - agreed procedures for children will be recorded in their [Personal Care Form](#).
- Students will not usually change nappies; however, it may be required as part of their training. This will be in agreement with the parent/carer and if the student has developed a close and trusting relationship with the child and with the agreement of their supervisor/mentor.

Working with Parents/Carers

We will work with parents when attending to nappy changing routines.

- If a child has any disability or medical needs that may affect their personal care routine, an [Personal Care Form](#) will be drawn up in agreement with parents/carers.
- We welcome parent/carer requests and input to ensure we carry out personal care tasks as preferred by the parents as much as possible.
- Parents will be asked when their child first starts at the nursery whether or not their child has any special words/actions/particular needs during their nappy changing procedure.
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

E. Procedures and monitoring

Nappy Changing Procedure:

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (where cream is used the child should have their own named cream and written permission obtained from the parent). It is a good idea to have a named box or bag for each child containing these items and spare clothes in case of accidents.
- Wash and dry your hands.
- Put on gloves and apron. You should use a new set of gloves and apron for each nappy change.
- Approach the child and say or sign that it's time for a nappy change or follow the agreed approach from the child's support plan. You may need to negotiate (e.g. "OK, I can see you're playing, but we need to change your nappy. We'll do it in 2

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minutes”). You should never approach a child from behind, pick them up and take them for a nappy change.

- Take the child to the changing area; when using the steps, support the child to climb up the steps. (Always remember correct moving and handling techniques and guidance). If a child cannot use the steps, the child should be changed on a changing mat.
- Remove the child’s clothing to access the nappy – check the child’s clothes are clean and dry. Remove the nappy.
- If the child’s clothes are soiled or wet, they should be bagged separately and sent home, they should not be rinsed by hand.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack.
- Encourage child to use the toilet/potty (if appropriate)
- Put on a clean nappy and apply cream with permission. (see above).
- Take off the gloves and apron and dispose in the yellow bin.
- Dress the child.
- Help the child to wash their hands if necessary, using liquid soap, warm water, and paper towels.
- Wash your hands using liquid soap, warm water, and paper towels.
- Take the child back to the room. Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat with warm soapy water/cloth, followed by antibacterial spray before leaving to dry. Then wash and dry your hands.

Toileting and washing facilities:

To encourage independent skills in using the toilet and to promote Health and Safety and Hygiene in the area we ensure toileting is part of our everyday routine and promoted efficiently.

- Parents/carers are consulted and will meet with staff to develop a toileting plan.
- Children and young people transitioning from nappy to toilet training are guided to use the toilet every 30 minutes.
- All children are encouraged to use the toilet regularly.
- Staff will encourage children to signal their need to use the toilet using their preferred method of communication.
- The toilet facilities are low ground and easily used by children.

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- There are push button taps and soft touch toilet flushes to help children be independent in using them.
- The taps have preset water temperature (for comfort and within hygiene guidelines).
- Staff remind parents/carers to provide spare clothes to change after an accident or spill.
- We display positive images of hand washing in each toilet area at child level.
- Children and young people are supervised by staff when using the facilities (where needed).
- Staff verbally support children and young people and offer praise of good effort.

Potty/toilet cleaning procedure:

- Staff should wear a plastic apron and disposable gloves.
- Potties should be rinsed in the toilet area gently to avoid splashing.
- Toilets must then be cleaned with sanitizing antibacterial spray (C1 Cleaner)
- Wash the potty with hot soapy water and a disposable towel. Rinse and dry well
- Regularly clean the toilet seat with hot soapy water and cleaning spray (C1)
- Remove apron and gloves.
- Wash hands thoroughly and dry well with disposable paper towel,

Toilet cleaning schedule:

- Toilet area should be cleaned down, whenever necessary
- Use disposable cloths to clean using antibacterial spray (C1)
- Mop spillages from the floor using the colour coded mop and following guidelines for the floor disinfectant cleaner.
- Toilet paper is to be provided at all times, and stock maintained.

F. Regulations (Health and Social Care Act) and other legal references

- Children Act 2004
- Health and Safety Act 1974
- Equality And Diversity Act 2010

This policy should be read in conjunction with any other relevant Hamlet policies and accompanying procedures.

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