



*Toilet and Nappy
Changing
Procedure
2025/2026*

Introduction

At Frome Vale Academy we understand that children are at different developmental stages and, unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents to support them towards independent toilet training.

At school we aim to be inclusive to all children and to consider the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the support of adults.

This procedure will be used when supporting children requiring nappy changing and other related personal tasks.

We endeavour that no child starting in EYFS will still be in nappies by working with families as soon as we know they have accepted a place but acknowledge there will be exceptional circumstances where a child will need to wear a nappy.

The procedures encourage practices which are:

- Hygienic*
- Sensitive to the child's routine at home, and*
- Flexible to allow children's competencies to grow so that they can practice new skills in a supportive, unhurried environment.*

Nappy Changing Procedure

When changing nappies, staff will:

- Use a changing mat, changing table, gloves, wipes, nappies, creams (if necessary) and a plastic bag for disposing nappies which have been discarded*
- Inform another staff member that they will be changing a child*

- Remove the child's nappy and any soiled clothing, placing any soiled clothes in a bag, tying the top firmly. (Soiled clothing will not be rinsed or washed, as this can spread germs.)
- Clean the child's bottom using pre-moistened disposable wipes.
- Discard the used wipe and nappy immediately in the nappy disposable unit. (Yellow Haz Waste)
- Place a clean nappy on the child.
- Remove gloves by peeling them back from the wrists and dispose of the gloves.
- Dress the child.
- Wash and dry the child's hands.
- Clean the change mat with anti bacterial spray or warm soapy water and wash their hands.
- A child will never be left alone on the changing mat.
- Record on the changing checklist in all necessary sections.

Staff will use a range of practical strategies to support positive nappy changing and toileting experiences for children. These include:

- Allowing children to take their time.
- Responding to children's cues allowing them to be active participants in the process.
- Using the correct terms for going to the toilet and where necessary and applicable make reference to words which have been provided to school eg words used at home for genitalia
- Being sensitive to individual children's needs and styles, and tailor individual nappy change and toileting procedures to each child.

- *Speaking respectfully to the children about what staff are doing.*
- *Asking or reminding children about using the toilet.*
- *Being alert to signs that a child is uncomfortable and being aware of a child's disposition when being changed or reminded about toileting needs.*
- *Being sensitive to any signs or communications that they need to use the toilet.*
- *Responding as quickly as possible when a child indicates to use the toilet.*
- *Focusing on the positive interaction with children during toileting and nappy changing.*
- *Discuss routines and preferred schedules with the child's' parent, following an intimate care plan.*

Parents will be asked to supply several changes of clothing and undergarments in case of accidents and records will be made when children have had to be changed. This also includes the necessary nappies, wipes and creams.

Practitioners will:

- *Place any soiled clothes in a bag, tying the top firmly. (Soiled clothing will not be rinsed or washed, as this can spread germs.)*
- *Assist the child to use the toilet or potty .*
- *Assist the child to wash and dry their hands.*
- *Ask children whether they have washed and dried their hands.*
- *If the child is using a potty, empty the contents into the toilet and wash the potty, using Milton spray as required.*

- *Store potties as is most practicable ensuring they are not a trip hazard (preferably not by stacking as this can be unhygienic).*