

# Razzy's Daycare & Nursery

## Nappy Changing and Toileting Policy



Date of Issue: December 2025

Review Date: December 2026

### Introduction

Razzy's Daycare & Nursery is committed to providing a safe, hygienic, inclusive, and respectful environment in which all children's personal care needs are met. We recognise that children develop at different rates and that toilet training is a significant developmental milestone that must be approached with sensitivity, patience, and consistency. No child is excluded from attending the nursery on the basis that they are not yet toilet trained or continue to require nappies or pull-ups. This policy outlines how nappy changing and toileting routines are managed to support children's health, dignity, wellbeing, and independence while safeguarding both children and staff.

### Legal and Regulatory Framework

This policy is informed by:

- The early years foundation stage (EYFS) statutory framework 2025
- The children act 1989 and 2004
- The equality act 2010
- The health and safety at work act 1974
- The management of health and safety at work regulations 1999
- The Data Protection Act 2018 & Uk GDPR

These frameworks place a duty on early years providers to meet children's personal care needs safely, respectfully, and in a way that safeguards their welfare and promotes inclusion.

## **Inclusion and Partnership with Parents**

Razzy's Daycare & Nursery works in close partnership with parents and carers to ensure consistency between home and nursery routines. Parents are consulted during registration and settling-in to establish each child's individual toileting and nappy changing needs, preferences, and any medical or developmental considerations. Where a child is beginning or progressing through toilet training, staff collaborate with parents to agree consistent strategies, language, and expectations. Toilet training is only encouraged when the child shows signs of readiness, unless medical or developmental needs indicate otherwise.

Nursery fees do not include nappies, wipes, creams, or pull-ups. Parents are asked to supply sufficient, clearly named items for each session their child attends. All personal care items are stored hygienically in named containers to prevent cross-contamination.

## **Children's Dignity, Rights, and Independence**

All nappy changing and toileting routines are carried out with respect for the child's dignity and privacy. Staff explain what they are going to do before starting and use calm, reassuring language throughout the process. Children are encouraged to participate in their own care wherever developmentally appropriate, such as removing clothing, wiping themselves, flushing the toilet, or washing their hands. Staff remain attentive to children's verbal and non-verbal cues and will pause or adapt their approach if a child becomes distressed or uncomfortable.

We view toilet training as an important self-care skill that supports children's confidence and independence. Children are never shamed or rushed, and staff do not make negative comments about accidents or bodily functions. All children are free to access the toilet whenever they need to during the session, with support or supervision provided as required.

## **Staff Responsibilities and Safeguarding**

All staff involved in nappy changing and toileting routines hold an enhanced Disclosure and Barring Service (DBS) check and receive training in safeguarding, infection control, and respectful intimate care. Staff must inform another member of staff before taking a

child to be changed or supported in the toilet to ensure transparency and safeguard both the child and the practitioner. Wherever possible, intimate care routines are carried out by the child's key person to maintain consistency and emotional security, with a key person buddy providing cover when required.

Staff follow safe working practices at all times and maintain professional boundaries. Mobile phones and personal devices are not permitted in areas where nappy changing or toileting takes place. Any concerns regarding a child's wellbeing, injuries, unusual marks, or disclosures made during personal care are reported immediately to the Designated Safeguarding Lead in line with the Safeguarding and Child Protection Policy.

### **Hygiene and Infection Control Procedures**

The nursery maintains high standards of hygiene to protect children and staff from infection. Nappies are checked at least every two hours and changed immediately if wet or soiled. Disposable gloves and aprons are worn for every nappy change or toileting accident and are changed between children. Staff wash their hands thoroughly before and after each change, and children are supported to wash their hands using soap and paper towels following toileting or nappy changing routines.

Changing mats are cleaned and disinfected with approved antibacterial products between each use, and all waste nappies or pull-ups are securely bagged and disposed of in designated nappy bins, which are emptied daily. Soiled clothing is handled discreetly, rinsed if appropriate, placed in a sealed bag, and returned to parents at the end of the session.

### **Potty and Toilet Training Support**

Children who are potty training or using training seats are supported sensitively and in line with their stage of development. Staff ensure that all equipment is clean, safe, and appropriate before use and that children's allergies to any cleaning or hygiene products are considered. Potties and training seats are emptied into the toilet immediately after use, cleaned thoroughly with antibacterial spray, and stored hygienically. Staff remain close by to supervise and support children while encouraging independence and respecting privacy. Handwashing routines are reinforced consistently following potty or toilet use.

## **Recording and Monitoring**

All nappy changes, toileting support, and accidents are recorded accurately on the nursery's digital system to ensure clear communication with parents and consistency of care. Records include relevant information such as times of changes and any concerns observed. These records are treated as confidential and stored in line with data protection requirements.

Leaving a child in a wet or soiled nappy or clothing for an unreasonable length of time is considered a breach of duty of care and may constitute neglect. Any such concerns are addressed through supervision, training, or disciplinary procedures as appropriate, and safeguarding procedures are followed where required.

## **Monitoring and Review**

The Nursery Manager is responsible for overseeing the implementation of this policy and ensuring staff follow agreed procedures. Practices are monitored through supervision, observations, and regular reviews of records. This policy is reviewed annually or sooner if there are changes to legislation, guidance, or nursery practice.

*Razzy's Daycare & Nursery is committed to providing high quality, respectful, and inclusive care that supports children's health, dignity, and development. Through strong partnerships with parents, clear procedures, and well trained staff, we ensure that nappy changing and toileting routines are safe, supportive, and positive experiences for every child.*