

Toileting and Nappy Policy

Statement of intent

That children at Totterdown Preschool are safe and feel comfortable when using the toilet, whatever their level of need may be. Some children will still be wearing nappies when they start Totterdown Preschool. Staff may have to change nappies from time to time and it is important that this is done in a professional and caring manner, with the safety and the comfort of the child as the paramount concern.

Aim

The aim is to ensure that children are able to use the toilet or have their nappies changed in a hygienic, caring manner, in a safe, private, supportive environment with minimum distress to the child, in a way agreed with the parents.

Equipment

Our setting is fully equipped with an adequate number of childrens sized toilets and a trough hand washing sink. We supply suitable toilet tissues, soap and hand towels for the children to maintain a high level of cleanliness. Step stools are available to aid the children reaching parts of the facilities that they need support with. A separate toilet facility is available for adults.

The change area is set-up to enable staff to change nappies in a hygienic manner.

Method

Totterdown Preschool will follow the toileting routine that is happening at home. Whether this includes nappies, potties or using the toilet. We ask that parents begin to toilet train their children when they are showing signs of being ready (more information is available on our website). We suggest that beginning to toilet train is started during a school holiday, or during a significant amount of time that the child has off. We are committed to carrying on the routine started by the parents, but we are not able to toilet train children from the offset.

Once trained children are independently able to access the toilet or potties, whichever their preference might be. A staff member is always within the vicinity of the toilet should children need help.

The children are all encouraged to pull their trousers, pants etc. down by themselves.

They are encouraged to wipe themselves and pull up their clothing. Help is given if need be and with permission. If permission is declined, Totterdown Preschool would be unable to insist that the child allows staff to assist with wiping and the parents would be informed at pick up. or sooner if necessary.

They are then asked to flush the toilet and wash their hands. If used, staff will empty and sanitise the potty.

Children are not allowed to play in the toilet.

During nappy changes. The member of staff will ask the child's permission to be able to change the nappy. They will enter the change area, ask the child to walk up the change unit's steps, and lay down. The staff member will wear gloves and an apron. They will ask the child's permission to remove the outer garments and then proceed. During the change process, the staff member will sing songs and talk to the child, explaining what they are doing. If at any point the child is not happy, the staff member will stop, comfort the child until they are ready to continue.

They are then shown how to wash their hands.

A member of staff will then dispose of the contents of the potty or the nappy in the appropriate place and wash their hands. The change mat will be disinfected after each child.

Parents are asked to bring in their own nappies, nappy sacks, wipes and any creams which they use on their child. In the case where a parent has forgotten or there is a need to change more often than is provided for, then Totterdown Preschool will be able to provide extra nappies, nappy sacks and wipes but no other cream would be used.

Clothing Changes

If a child is in need of a change of clothes, whether it be from a toileting accident or wet play, with permission, staff will be on hand to assist. Children will be encouraged to change as much for themselves as possible, and permission sought for further intervention. The clothes will be bagged up, and parents notified at the end of the day or sooner, if necessary. Followed by hands being washed by both child and adults.

Any nappy changes, support given to wipe or assist in the toilet or help with clothing / clothing changes will be logged on an intimate care log.

Agreed by Shamira Lumsden and Claire Childs
on behalf of all the staff at Totterdown Preschool

Reviewed on June 2025