



Safeguarding children

1.19.2 Nappy changing, toilet training and beyond: policy and procedures

Policy statement

At School House Nurseries we see toilet training as a self-care skill that children have the opportunity to learn with the full support of adults. The staff at the nursery are experienced in helping children to toilet train. If you think your child is developmentally ready to start using the toilet we will support you and your child to the best of our ability.

How we learn about your child's needs

- When a family joins the nursery parents/carers complete a form telling us about their child's daily routine and nappy changing requirements. This form is read by the child's Key Person who passes the information to other members of the classroom team as necessary. This routine is revisited on a regular basis by the Key Person to ensure that if there are any changes we incorporate them into the child's day.
- Parents/carers also show their child's Key Person how they change nappies during the child's induction sessions.
- If nappy cream is required the parent/carer completes a form with instructions on how the cream is to be applied. This is reviewed monthly with the parent/carer and the Key Person.

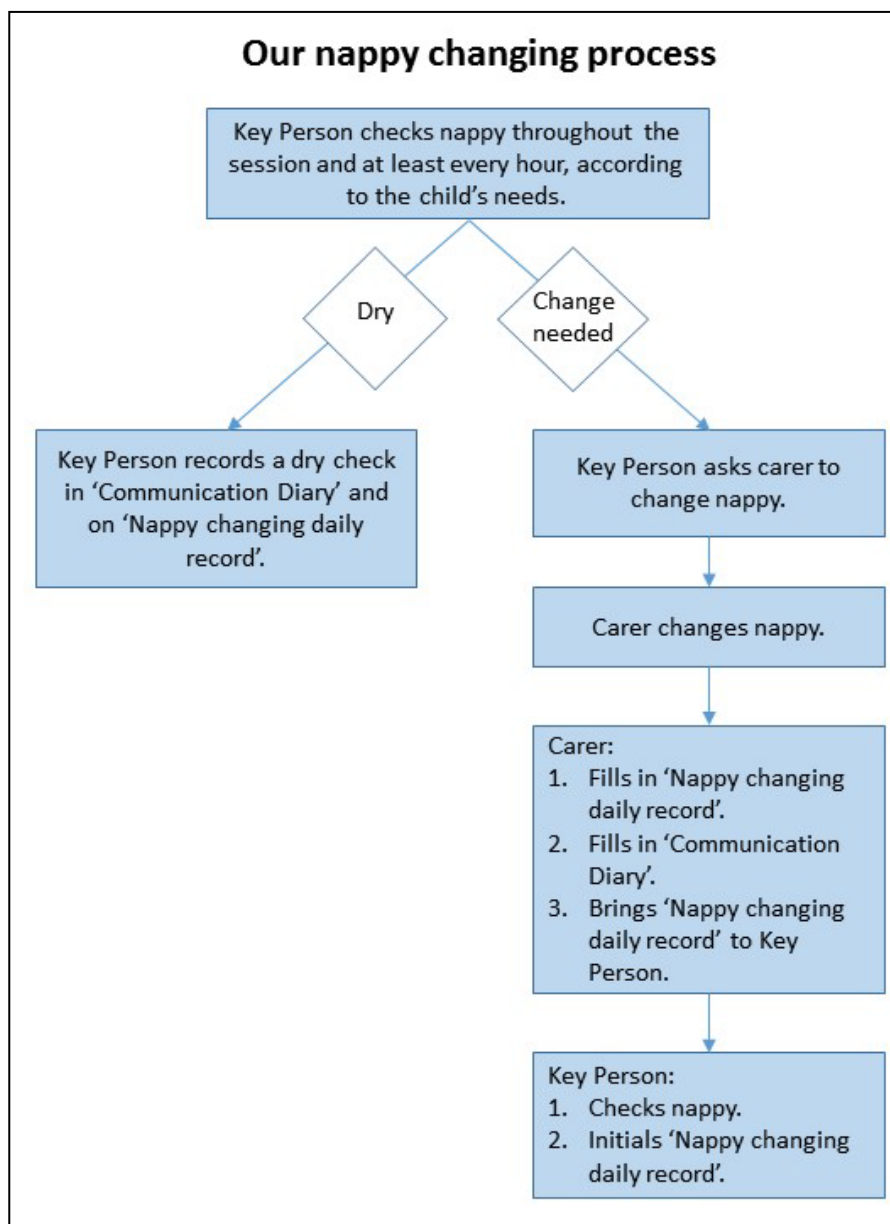
Our nappy changing process

- Childcare settings have a 'duty of care' to look after children's personal needs and we take great care over nappy checking and changing. Our process is extremely thorough to ensure that every child receives the care that they need. Please see the diagram, overleaf, to see how our process works.
- A Key Person is responsible for nappy checks and overseeing changes. (The child's Key Buddy only becomes responsible when the Key Person is not working.)
- Nappy checks are made on a regular basis, as an integral part of the nursery routine. You can expect your child to be checked at least every hour.
- The changing area is in Mini Monties. It is a warm and safe area to lay young children down.



- All staff are trained in hygiene procedures and are careful to follow them when changing nappies. This means that:

- Before changing starts, the nappy changer puts on disposable gloves and aprons and prepares the changing area.
- If nappy cream is needed, or has been requested by parents / carers, it is removed from the cream dispenser with a clean glove.
- Following each nappy change the changing mat is cleaned with an antibacterial spray and a paper towel.



- Nappies and pull-ups are disposed of hygienically in a nappy bin. The nappy bin is emptied as required and is always emptied at lunchtime and at the end of the day and its contents safely disposed of.
- Cloth nappies that have been wet or soiled are emptied and bagged for the parent/carer to take home. They are stored in the child's individual nappy bin, which itself is in a locked room away from the children, until the end of their session/s.
- Reusable trainer pants and ordinary pants emptied and bagged and left on the child's peg until the end of their session/s.

- Nappy changers are gentle when changing; they avoid pulling faces and making negative comments about the nappy contents.

Toilet training – the general principles

- Older children can access the toilet when they need to and are encouraged to be independent.

- Once the children are toilet training we have trainer pants at nursery for your child.
- Children are encouraged to take an interest in using the toilet. For example, they may want to sit on the loo and talk to a friend who is also using the toilet. If we see this we'll gently encourage it.
- Children wash their hands using a soap dispenser and paper towels after using the toilet. We also encourage children to wash their hands at other points in the day and they are allowed time to play and explore with the water and soap. (Anti-bacterial liquid soap is not used by children but is available to adults.)

Is your child ready for toilet training?

Learning to use the toilet is a big event in a young child's life. Because toilet training is a complex process, there are many issues caregivers and families must consider before and during the process of toilet training for it to be a successful experience for everyone. The first thing to do is ask yourself if your child can:

- Follow simple instructions
- Stay dry for at least two hours at a time during the day
- Stay dry after a nap
- Predict (or has predictable) bowel movements. (Some may have bowel movements every day, others may be less or more frequent.)
- Walk to and from the bathroom
- Pull down their own pants and then pull them up again
- Say that they are uncomfortable in a soiled or wet nappy
- Express interest in using the toilet
- If your child is a boy, does he prefer to stand or sit? ((It is usually best if he is taught to stand as he will have to learn this skill eventually.)

If your child has most of these skills, they are probably ready to start toilet training. If they haven't got these skills, don't rush things. Starting toilet training too early can actually delay the process and cause tears and frustration. Toilet training is much easier if left until your child is ready.

If your child has had an adverse reaction to toilet training, wait a few weeks and try again.

Our toilet training process

- Parents/carers should introduce toilet training to their child at home for at least a couple of weeks before we start to do so at nursery.

- When parents/carers think their child is ready to start training at nursery they should dress their child in suitable clothing (e.g. no belts or dungarees) and bring in spare clothes (including spare socks) so that we can change their child if an accident happens.
- Parents/carers should tell us how their child uses the toilet at home and if the child has any special toileting words we could use. Please give us as much information as possible, as continuity is always best for your child.
- Children who are toilet training are checked and changed in the same way as other children. See the diagram on the nappy changing process, above, for more detail on our process.
- We start by encouraging a child to use the toilet. To maintain continuity, we try to follow the routine started at home as closely as possible.
- Accidents will be dealt with calmly, sympathetically and in a way which does not make the child think they have done anything wrong.
- If a child has several accidents in one day they will be put back into pull-ups or training pants. Parents/carers will be told of this and new routines or procedures discussed if needed.
- While a child is toilet training their Key Person will keep parents/carers informed of progress.
- If your child is still having an afternoon nap their Key Person will discuss with you how you'd like this managed.
- For children who wear a pull-up during sleep time we use the 'Daily Nappy Changing Record' to record the time the pull-up is put on and when it's taken off.

When a child moves beyond toilet training

- Children who successfully and consistently demonstrate high levels of personal care will use the toilet independently, without a member of the team's support, unless it is asked for by the child.
- These children will be taken off our 'Nappy changing daily record'.
- While we will be ever mindful of the child's needs – accidents can happen, after all – we will not clean the child every time they use the toilet.
- There will be occasions when a child who has moved beyond toilet training may still go through phases when they need support and help. An example of this is when a child who is apparently toilet trained fails to clean themselves adequately after using the toilet on a number of occasions, so soiling their pants each time.
- If a member of staff notices this, or if parents bring this situation to our attention, we will put the child back on our 'Nappy changing daily record'. The child will not go back into nappies, but they will be offered additional support to ensure they clean themselves adequately.

- We will work with parents to ensure that the techniques and advice given to the child are reinforced at nursery and at home.
- When the child has mastered the skills needed to look after themselves they will be taken off our 'Nappy changing daily record'.

This policy was updated and reviewed on:

Review date	Name	Signature
September 2025	Stuart Watt	