



The Little Firefly Toileting and Nappy Changing Policy & Procedure

Children will regularly be asked if they require the toilet and will be taken by an adult to the toilet. All nappy wearing children will be changed in a discreet area using a changing mat and nappies will be disposed of safely.

All nappies and wipes must be provided by parents.

Both settings: We have a compost toilet. This is used in the same way as a household toilet, without the flush.

The children will have access to fresh water and soap to wash hands after toileting.

Staff will instruct children about hand hygiene after toileting and be vigilant about its practice by children in the toileting area.

Toileting procedure for toilet trained children:

1. Children are accompanied to the toilet by a practitioner, who ensures toilet paper is on hand.
2. Child uses the toilet
3. We encourage the child to wipe their own bottom; If required, practitioners assist the child using clean hands and/or gloves and a wet wipe if necessary to ensure the child is cleaned thoroughly.
4. Toilet paper into the toilet and children will be taught to place a scoop of sawdust onto the waste. (Upton Site only)
5. Staff and children clean hands with fresh water and soap

Hand washing procedure in the forest:

Hand washing after toilet use is only to occur at the dedicated toilet use and nappy changing hand washing station. This is located in the compost toilet and by the polytunnel (Upton Site) and is separate from the washing station used before food handling.

Hands are to be washed using the tap connected to the water dispenser. The child will be assisted to apply handwash, working the handwash all over the front and back of the hands and between the fingers into a good lather.

The washing shall occur at an elevated hand washing station.

Children will dry their hands using kitchen towel or hand towel. This will be located adjacent (within reaching distance) of the water dispenser. Hand towels are refreshed throughout the day and a separate hand towel for adults is available.

Changing procedure in event of accidents

Allow child access to toilet.

Assist them in getting changed.

Use fresh water, soap, and antibacterial wipes to clean up any mess.

Nappy Changing

No child is excluded from participating in our nursery who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing and exercise good hygiene practices both in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults.

These procedures are written in line with current guidance EYFS. The nursery Manager is responsible for ensuring all staff understand and follow these procedures.

Nappy Changing in the forest

Changing mats are made readily available and accessible at all times.

The nappy changing space will be positioned so that the practitioner changing the nappy is always within sight and sound of another staff member. If the nappy changing cannot be positioned in a way that provides privacy and dignity for the child, then two practitioners must be present at all times.

The nappy changing mat is disinfected between each use. Antibacterial spray and antibacterial wipes are both provided for this purpose.

There is a dedicated bag or box which contains everything that is required for nappy changing. This contains nappies, wet wipes, nappy bags, gloves, aprons and antibacterial hand gel.

Used nappies are to be disposed of in the nappy bin on site. This is kept in an out of reach location and transferred from the site separate from the other nursery items.

Nappy Changing Procedure

1. Child is lifted onto the changing mat, using appropriate manual handling procedures.
2. Practitioner puts on clean disposable gloves (if desired) or washes hands.
3. The child's soiled nappy is removed and placed in a nappy bag.
4. The child is cleaned thoroughly using a wet wipe.
5. If gloves are used then the practitioner removes their gloves, peeling them inside out from the wrist and placing them in the soiled nappy bag and washes hands
6. A clean nappy is put on the child, before they are lifted off the change mat and dressed.
7. The nappy change mat is cleaned with antibacterial spray and wipes, and the soiled nappy bag placed in the appropriate waste bin.
8. The child is supported to wash their hands thoroughly with soap.
9. The practitioner washes their hands thoroughly with soap.

General Nappy Changing procedures for Educators

- A rotating daily nappy-change roster is created for practitioners where necessary
- Children from two years should normally start toilet training by wearing pull ups, other types of trainer pants or underwear as soon as they are comfortable with this and their parents agree;
- Changing areas have safe areas to lay children;
- Staff have the option to wear gloves and aprons and these are put on by staff before changing starts and the areas are prepared. If gloves are not used, staff must ensure their hands are cleaned thoroughly before and after nappy changing and toileting. The area is cleaned with anti-bacterial spray before and after each change;
- All staff are familiar with the hygiene procedures and carry these out when changing nappies;
- All staff are gentle when changing; they avoid pulling faces and making negative comments about nappy contents.
- All staff do not make inappropriate comments about children's genitals when changing their nappies;
- Nappies and pull ups are disposed of hygienically. All nappies or pull ups are bagged and put in appropriate bins, or the black bin bags for later transport from the forest site to the main bins. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent / carer to take home;

- In addition, all staff ensure that nappy changing is relaxed and a time to promote independence in young children,

Children involvement

- Children are encouraged to take an interest in using the toilet.
- Children are supported to wash their hands, and have soap and paper towels to hand.
- Older children access the toilet when they have the need to and are encouraged to be independent.