



TOILETING AND NAPPY CHANGING POLICY

Last reviewed:	November 2025
Next review due:	November 2026

Statement of intent

This policy applies to all staff at The Little Firefly, in regards to helping children with toileting or nappy changing. It covers the nappy changing and toileting procedures that we follow, hygiene processes, vigilance throughout changing a child and how we ask for consent and offer choice to children.

We welcome children at all stages of their toileting journey; those in nappies, those learning to use the potty/toilet and fully toilet-trained children. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

The changes to the EYFS statutory framework requires that 'Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.'

Who can do toileting and nappy changing?

Only staff who are DBS-checked with The Little Firefly should be supporting children with toileting and nappy changing. Staff with no DBS or a DBS from another organisation should not be supporting children with this, and can ask another member of staff to help the child.

Our toilet, potty and nappy changing stations

Both Kingston Blount and Upton have a compost toilet. This is used in the same way as a household toilet, without the flush. There is a step available to help children reach the toilet and a child seat available to place on top, if needed. Children can be supported to place sawdust on top of a poo, or the adult will do this.

Both sites also have potty stations, where potties are set up for children to access in a private and sheltered area of the site. Toilet paper and bins are also provided in this area.

Changing mats are available, alongside a dedicated nappy box containing gloves, aprons, antibacterial spray, wipes and hand gel (kept away from children) and nappy bags for nappy changing.

All our toilet and potty stations have a dedicated hand washing station consisting of a fresh water container, accessed by a tap, handwash and blue paper roll for drying hands.

Staff supporting children with toileting or nappy changing should be positioned so that the practitioner changing the nappy is always within sight and/or sound of another staff member. For example, if one practitioner is in the log cabin or polytunnel, the door must be kept ajar and there must be another practitioner nearby who can see or hear. 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.

Nappy changing and toileting while outside of forest school

At The Little Firefly, we often venture out to different places, which means we are away from our usual toileting and nappy changing facilities. In these scenarios, we always bring a potty, along with the nappy box containing gloves, aprons, antibacterial spray, wet wipes and hand gel. This will also have toilet roll and nappy bags. We will bring along spare nappies for any nappy wearers. In our first aid kit bags, we also carry a selection of spare clothes appropriate for the season, in case of any accidents while we are out and about.

Before the walk, we will ask children to go to the toilet. We explain that we bring a potty with us and they can ask an adult if they need to use it. We also offer the option of a child doing a 'wild wee' which they can do independently or with the support of an adult.

It is likely we may come across members of the public in these situations so we will do our best at all times to find a discreet place for the potty / wild wee and ensure the child is comfortable. We can do this by using tarpaulin, coats, sheets etc to cordon off an area e.g. by hanging over a fence/branch.

Staff will dispose of urine in an appropriate area locally. Faecal matter will be disposed of in a nappy bag and taken back to forest school where it will be placed in the appropriate waste bin.

Both staff and children's hands will be sanitised after using and cleaning the potty.

Toileting

Toileting procedure for toilet trained children

- Children will regularly be asked if they require the toilet and will be taken by an adult to the toilet
- Children are accompanied to the toilet by a practitioner, who ensures toilet paper is on hand (older children are encouraged to be independent).
- Child uses the toilet
- 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.
- Toilet paper into the toilet
- Children may be taught to place a scoop of sawdust onto the waste if appropriate
- Staff and children clean hands with fresh water and soap
- Staff and children dry hands with blue paper roll.

Staff will prompt children to go to the toilet at key times such as before snack, lunch and tea, and before going out on a walk.

Changing procedure in event of accidents

- Allow child access to the toilet or another preferred area of the site e.g. log cabin/tipi.
- Fetch spare clothes from their bag. If there are no spares, forest school may have spares available. Parents / carers should be texted to advise to bring spares.
- Assist them in getting changed. Practitioners should be careful to follow the lone working policy and ensure they are visible to other staff on-site, while maintaining the child's privacy.
- Use fresh water, soap, and antibacterial wipes to clean up any mess.
- Wet or soiled clothing should be placed in a nappy bag and tied to the child's day bag to go home with parent / carer.

Hand washing procedure

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

Hand washing after toilet use is only to occur at the dedicated toilet use and nappy changing hand washing station. This is located by the compost toilet at both Upton and Kingston Blount sites. There is an additional hand washing station by the polytunnel at Upton for washing hands after toilet use.

Separate hand washing stations are available at both sites to be used before food handling. These are located by the fire circles.

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 with blue paper roll. This will be located within reaching distance of the water dispenser and should be disposed of in a bin located near to the hand washing station.

Please note, on particularly cold days practitioners may offer children a bowl of warm, soapy water to wash their hands in (as opposed to the cold, running water). Hands must be dried and hand sanitiser applied as an additional step after using the shared warm water (at the lack of being able to provide warm, running water). Where possible, the original method of handwashing is preferred.

Nappies

All nappies, wipes, nappy bags and any cream that is used must be provided by parents / carers. We ask that these are nappies and not pull-ups due to the extra considerations of changing outdoors in varying weathers and the extra layers of clothing children wear at forest school.

We accept cloth nappies too, please speak with a member of staff about using these.

A rotating daily nappy-change roster is created for practitioners where necessary

Nappy changing procedure

- The nappy changing mat is disinfected before use. Antibacterial spray and antibacterial wipes are both provided for this purpose.
- The child is asked how they would prefer their nappy to be changed e.g. standing up or lying down.
- If lying down, the child is lifted onto the changing mat, using appropriate manual handling procedures.
- The practitioner puts on clean disposable gloves (if desired) or washes hands.
- The child's soiled nappy is removed and placed in a nappy bag.
- The child is cleaned thoroughly using a wet wipe.
- If cream needs to be applied (provided from home) then this is applied now.
- 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
- A clean nappy is put on the child, before they are lifted or helped off the changing mat and dressed.
- Used nappies are to be disposed of in the nappy bin on site. This is kept in an out of reach location - Upton has a nappy bin with a child's lock on it. KB has a nappy bin that is out of reach (black bin on wall in composting toilet).
- The child is supported to wash their hands thoroughly with soap and dries with blue paper roll.
- The practitioner washes their hands thoroughly with soap and dries with blue paper roll.

General toileting and nappy changing etiquette for staff

- Staff should ask a child's consent to change their nappy. Children should be offered a choice where possible about who changes their nappy, and where and when they want their nappy to be changed. Staff should balance a child's need for privacy with their choice.
- 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;
- Staff are familiar with the hygiene procedures and carry these out when changing nappies
- Staff are gentle when changing; they avoid pulling faces and making negative comments about nappy contents.
- 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. These will be transported to the black waste bin at the end of the day. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent / carer to take home.

- Staff should be vigilant of any concerning marks or behaviour around toileting and nappy changing and consider their female genital mutilation (FGM) and safeguarding training. If staff are ever unsure about something, they should discuss it with their manager or the DSL.
- In addition, all staff ensure that nappy changing is relaxed and a time to promote independence in young children.

Learning to use the toilet / potty

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. We encourage children to take an interest in using the toilet, even while they are still in nappies. We work with parents if we see their child might be ready to start using the toilet, or if parents wish to start training their child to use the toilet. We understand that this is a process and a transition that needs a lot of staff cooperation and support with the child and we will communicate with parents throughout the toileting journey.

As a guideline, 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.

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

Policies, procedures and risk assessments referred to in this document:

- Lone working policy
- Hygiene policy
- Safeguarding policy
- Safer recruitment policy
- Manual handling children and equipment policy

External references:

- [Help for early years providers : Toilet training](#)