

POLICY STATEMENT

Nappy Change & Toileting

AUTHORISATION

POLICY TYPE:	Operational
POLICY LOCATION:	Corporate and Community Services
RESPONSIBLE OFFICER:	CSU Coordinator
AUTHORISED BY:	Director of Corporate and Community Services
DATE ADOPTED:	October 2018
ADOPTED BY:	Manex
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE:	October 2026
REVISION NUMBER:	
RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN	This policy supports Council's Delivery Program Strategy 4.2: Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit and Toy Library services).

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
0	October 2018		September 2020
1	May 2021		October 2022
2	December 2022		October 2026

REVIEW OF THIS POLICY

This Policy will be reviewed within four years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy.

Any amendment to the Policy must be with the approval of the General Manager/Manex.

1. Purpose:

The purpose of this policy is to guide educators and families through the processes of Nappy Change and Toileting procedures within the service.

2. Scope:

This policy document applies to all educators, staff, children and families enrolled within a Bland Shire Children Services service.

3. Outcomes:

To clearly advise all educators and staff about the importance of consistent approaches and hygienic procedures when changing nappies or during toilet training routines.

4. Roles and Responsibilities:

The Approved Provider will:

- Ensure the provision of adequate and appropriate hygienic facilities for nappy changing and toileting;
- ensure nappy change and toileting facilities are designed and located in a way that prevents unsupervised access by children;
- ensure that adult hand washing facilities are located within the nappy change and toileting area;
- consider access to children's hand washing facilities within the nappy change and toileting area;
- ensure that the nappy change and toileting facilities are designed and maintained in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children.

The Nominated Supervisor will:

- develop and implement policies, procedures and training with educators to ensure nappy change and toileting procedures support children's safety, protection, relationships and learning;
- develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location children cannot access;
- ensure a risk assessment occurs prior to an excursion to check the availability and suitability of nappy changing and/or toileting facilities.

Educators will:

- discuss children's individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive;
- observe children for signs of toileting awareness. If a child is starting to show an interest in toileting, Educators (FDC) will consult with families and develop consistent strategies with the family for approaching the child's toileting needs (FDC & Ungarie Preschool);
- provide information to families regarding children's nappy change and toileting patterns;
- provide information for families when a child commences toilet training, to provide several changes of clothing for each day;
- change children's nappies at scheduled intervals. Nappies will also be checked throughout the day to ensure children are not susceptible to nappy rash and discomfort. A system to record this routine will be maintained for reporting purposes (FDC & Ungarie Preschool);
- encourage children to use their self-help skills during toileting experiences;
- never force a child to sit on a toilet or leave a child in wet or soiled clothes. If a child is showing distress about using the toilet, educators will respect the child's needs and emotions and consult with the family;
- support children with soiled or wet clothing. Educators will wear gloves when assisting a child following a toileting accident, light soiled clothing will be rinsed and placed in a sealed plastic bag with the child's school bag. Heavily soiled clothing will be disposed of in line with hygiene guidelines;

- utilise nappy change and toileting times to interact with children on an individual basis. The nappy change and toileting time will allow educators to converse, sing, play and generally interact with the child. This time allows educators and children to learn more about each other and understand each child's personality and personal strengths;
- organise the nappy change and toileting area to promote positive interactions and promote positive learning experiences, e.g. place pictures or mobiles to stimulate children's interactions and to encourage learning;
- encouraging mobile children to walk to the nappy change and toileting area. Educators will assist the child to walk up the steps onto the nappy change bench (where applicable) to reduce repetitive movements by educators and to promote children's agency. Where a child is not walking, educators will follow manual handling practices to lift and carry the child to the nappy change mat;
- ensure bathroom and toileting areas are cleaned regularly throughout the day as required to ensure hygiene and safety;
- encourage and positively support children through the toileting process, verbally prompting the child and giving praise;
- actively supervise and maintain physical contact with children throughout the nappy change and toileting experience. No child will be left alone on a nappy change and toileting mat.
- keep nappy change and toileting areas fully stocked with all required materials at all times. Educators are responsible for ensuring that the supplies to meet the needs of individual children. Supplies will be readily accessible to staff to ensure efficiency and the health and safety of each child;
- allow school aged children privacy when toileting by use of facilities with a door.

Families will:

- work in consultation with Educators for successful toilet training;
- provide adequate clothes and nappies (FDC & Ungarie Preschool) whilst their child is in care;
- where required provide specific wipes and nappy creams.

Various Services Nappy/Toileting guidelines:

- **Bland Preschool (ages 4-5 years)**– Children are to be toilet trained or commenced toilet training prior to enrolment at the Preschool.
- **Ungarie Preschool (ages 2–5 years)** – Children can attend in nappies, with toilet training highly encouraged to commence at 3 years.
- **Bland Shire Mobile Resource Unit (ages 3-4 years)** – Toilet training is to be commenced prior to enrolment. Educators will support and work with families to maintain consistent approaches and positive outcomes.
- **Bland/Temora Family Day Care (ages 0 – school age)** – Educators and families work together to implement toilet training when an interest is shown from the child. Educators will support and work with families to maintain consistent approaches and positive outcomes.
- **Medical Conditions** – Children with a diagnosed medical condition is exempt from all above guidelines. Educators will support families to maintain consistent approaches, positive experiences and maintain the child's dignity and well-being.

5. Definitions:

In this policy 'staff and educators' refers to staff employed by Bland Shire Council Children Services Unit and educators registered with the Bland/Temora Family Day Care Scheme. Families refer to any family that has an enrolled child at any of the services.

6. Legislation and Supporting Documents:

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011:

The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011

7. Attachments:

Policy Procedure

Recommended Practices:

Educators will practice effective hygiene by utilising the 'Staying Healthy in Child Care' practices when changing a nappy to reduce the spread of infection.

1. Check to make sure all the supplies you need are ready.
2. Wash hands.
3. Place paper towel on the nappy change mat.
4. Put on gloves.
5. Place child onto nappy change mat or assist with steps.
6. Remove the nappy and place in the nappy bin.
7. Remove any soiled or wet clothing, placing in an appropriate waterproof bag.
8. Clean the child's bottom, wiping from front to back.
9. Remove the paper towel and put it in the nappy bin.
10. Remove the gloves, peeling them back from the wrist and turning them inside out as they are removed. Put the gloves in the nappy bin.

If a child requires specific cream, place a clean paper towel under the child's bottom. Put on clean gloves. Place a suitable amount of cream on the glove and spread onto the child's bottom. Remove the paper towel and place it in the nappy bin. Remove the gloves and place in nappy bin.

11. Place a clean nappy on the child
12. Dress the child.
13. Wash and dry their hands and your hands.
14. Return the child to the play area.
15. Clean the nappy change mat and area with detergent and warm water.
16. Then wash your hands.

Nappy change and hand washing procedures will be displayed in the nappy change and toileting area.