



Calder Valley Steiner Education

Calder Valley Steiner Nursery

*Making time for Childhood*

## **CVSE Intimate care Policy, including nappy change procedures & potty training**

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## **Aims**

CVSE staff support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.

## **Nappy Changing**

The development of this policy has been developed with the aid of Pikler principles and the Children's bowel and bladder charity, ERIC guidance.

Nappy/pull up changing times is one of the most delicate of care times and all staff will act accordingly. Children will have their nappies changed according to their individual needs and requirements by their key worker wherever possible.

Information will be shared between parents/carers and key person about nappy changing and toilet training in a way that suits the parents/carers.

This information will also be shared during the Stay & Play sessions.

We always work to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties.

## **The Nappy Changing Procedure**

These procedures are to ensure the safety of both the children in our care and the Nursery staff.

The nappy-changing is carried out slowly and calmly with the carer fully present to, and engaged with, the child.

Staff will ensure that during this time the child has their full attention.

- A child's nappy should be checked on arrival at the nursery; however, we do ask that parents/carers try their best to ensure their child arrives with a clean and dry nappy/pull up/underwear. If necessary, it should be changed immediately. If it does not need to be changed the time checked should still be noted on the nappy changing chart.
- All children should be changed as and when needed, but at least 3 times daily, morning, lunch and afternoon. Whenever possible the child should be changed by their key person and NEVER by anyone who has not provided a satisfactory DB.
- The child is invited to take part every step of this procedure
- All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet) or BM (bowel movement), time of nappy change and initialled by the member of staff.
- A child should be changed immediately if they soil their nappy or it becomes wet.
- Only staff with a valid DBS check will be permitted to change nappies.
- When changing a nappy, staff members must wear disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.

- When changing a nappy on the changing mat the child will lay down or stand, depending on their own preference.
- The mat must be cleaned after every nappy change.
- Please wash hands after each nappy change.
- It is good practice to allow children, including babies, to wash their hands after nappy changing. – this promotes good hygiene practice from an early age
- All staff will take the time to discuss and explain with the children throughout the procedure
- Potties – staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use, staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac and put away immediately. Again, staff then wash their hands.

### **Important Note**

For any non-prescription cream for skin conditions e.g. Sudocrem each child should have their own creams and lotions. These can be supplied by the parent/carer and must be clearly labelled with the child's name. Prior written permission must be obtained from the parent/carer. When applying creams for rashes etc., a gloved hand will be used.

For any prescription cream or lotion, it must come to the nursery with the prescription label clearly showing on the tube or box and the parent/carer must sign a medical consent form before leaving the item and the child in the care of nursery staff.

### **Toilet Trained/Training**

If a child is old enough to meet their own toileting needs, a staff member can support the child according to age and ability to use a potty or toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.

It is important not to put off toilet training for too long.

- Staff members will also ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.
- Staff will work with parents with parents to ensure continuity (where possible)
- Staff will work within the ERIC toilet training guidance (2025)
- Staff will check with parents on arrival if they have been that morning
- Children will be taken to the toilet on arrival, after snack, after lunch/before going outside (unless a child indicated they need to go)
- When children are outdoors before snack and after snack before home
- On a walk children will take a wild wee
- Children will be encouraged to wear pant, parents should ensure plenty of changes

- Staff will avoid prompting or asking a child too often, instead will direct gently
- Encouraging children through stories (little red car) and singing
- A staff member will attend relevant courses to support this area within the nursery

### **Changing a child who is toilet training**

- When supporting a child that needs to be changed the staff member will approach the child and explain that they would need to clean and change them into some dry clothes.
- The staff member will put on a pair of disposable gloves and / or apron.
- Remove the wet/soiled clothes from the child.
- Clean the areas that need cleaning.
- The staff member will talk through with the children what they are about to do so that they are happy and understanding.
- If a child is capable of doing so, they can help with the removal of any clothing.
- Wet/soiled clothing will be 'emptied' put into a bag so that they can be sent home.
- The staff member will wash their hands with antibacterial soap
- Staff will help the child to wash their hands using liquid soap, warm water and then take them back to continue with their activities/play.
- Staff will return to the changing area and clean the area using the cleaning materials and liquids provided.

### **Toilet Training for children with SEND**

Toilet training for any child with SEND will be undertaken after speaking with parents and agreeing the best way forward for their child as the process can be more challenging

Children with SEND often require more support with learning to use a potty or a toilet, but it is recommended following the 3-step process, preparation, practice and stop using nappies.

IR the longer they wear nappies the harder it may be to introduce a new place for them to wee and poo. Therefore, it is important not to put off potty training for too long.

### **Parent/Carer Responsibilities**

At CVSE we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents/Carers understand and agree with the procedures that will be followed when their child is changed at nursery as set out in this policy.
- A copy of our toilet training procedure will be given to parents of 2 years on admission
- The stories we use will be shared

- The nursery requires the parents/carers to supply nappies, wipes and sundries that will be used and applied as necessary and plenty of spares
- Parents/Carers understand that they will be asked to collect their child from nursery if their child shows symptoms of illness or indications of ill health (2 watery/loose nappies in quick succession so within an hour of each other).
- Parents/carers must send their child in nappies or protective underwear until they are toilet training.
- We ask that children are only sent in with pull-ups if children are not ready for toilet training, this will be discussed with parents and on an individual child basis.

## **Linked Policies**

Safeguarding

Pupils with medical conditions policy

Accessibility Plan

SEND Policy

This policy has been written based on the Pikler Principles and the ERIC principles, from the Children's bowel and bladder charity (2025)

Nappy Changing Recording sheet

Date:							
Name	Record of personal care - time/signature/W- wet/BM - soiled nappy/c - change of nappy or clothes						