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| POLICY TITLE | Kindergarten Nappy/Clothes Changing and Toileting Policy |
| Policy Area | Safeguarding |
| Author | DS |
| Relevant Statutory Regulations | Health and Safety Regulations Health and safety policy |
| Senior Team Lead | Head of School |
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| Reviewed by | E. Le Gendre |

Aims

Kindergarten begins at three and half years old and all our children are toilet trained before commencing full time with us however there may be times when a child visits the school and s/he is not fully toilet trained and also the Pre school group of 'Acorn Adventurers' who are younger than this age will also follow the guidelines outlined in this policy.

- To safeguard the rights and promote the welfare of all children.
- To provide guidance and reassurance to staff who are required to toilet/change a child's nappy or clothing
- To assure parents/carers that staff are knowledgeable about personal care.
- To protect children from discrimination and ensure inclusion for all.

Staff will endeavour to follow these principles when nappy changing, changing clothing and toileting:

- Children have the right to feel safe and secure.
- Children will be respected and valued as individuals.
- Children have a right to privacy/dignity when staff are meeting their needs
- Children are supported in their understanding of nappy/clothing changing and toileting procedures so that they are led to independence.

We will ensure all staff are familiar with our Safeguarding and Child Protection policy to develop children's resilience and to protect them from any form of abuse.

Nappy and clothes changing and toileting procedures will be carried out by the child's Kindergarten Teacher or Assistant:

- Teachers and assistants will be trained in good working practices which comply with Health and Safety regulations as set out in our Health and Safety Policy.
- If a situation occurs that causes staff concern, such as the child's actions or comments during personal care, it must be recorded and reported to the Designated Safeguarding Lead.
- Risk assessments will be carried out for toileting and nappy/clothes changing procedures.
- Teachers and assistants will be trained in the area of intimate/personal care for children with specific needs and procedures for safe moving and handling when required.
- A care plan will be written for any child who has special needs with regard to toileting.
- Students, volunteers and trainees will not change nappies/clothing or toilet children.
- Only staff members with an enhanced DBS will undertake nappy/clothing changing and toileting.

- All nappy changes/wetting and soiling incidents will be reported to the parents/carers at the end of the session.
- Teachers and assistants will change nappies/clothing in the Kindergarten toilet.
- The changing tables will not be used unless this is required to meet the child's needs or is written in their care plan. Children will be changed lying on the mat on the floor or standing up.

It is important that children are changed in a reassuring and caring way and it is important that we signal our intention to change a child's nappy/clothing as appropriate for their development. That means we do not give children the message that just anyone can take them and undress them.

Involving Parents and Carers

We will work with parents when attending to nappy/clothing changing routines.

- When parents are present, i.e. during the settling-in period or at a festival, they will be asked to change their own child's nappy/clothing.
- If a child has any disability or medical needs, which may affect their personal care routine, a health care plan will be drawn up in agreement with parents/carers.
- Parents will be asked during the admissions process whether their child has any needs with regards to toileting.
- Any significant observations made during a changing procedure/toileting session will be notified to the parent/carer at the end of the session (e.g. strong smelling urine, pain etc.).

Nappy/Clothing Changing Procedure

1. The teacher or assistant will approach the child and tell them it is time for a nappy change or change of clothes if they have wet/soiled themselves.
2. If coming in from the garden the teacher/assistant will wash their hands using liquid soap and warm water.
3. Disposable gloves will be worn.
4. Disposable wipes will be used to clean the child from front to back. Children will be encouraged/supported to do this themselves if possible.
5. The child will be encouraged/supported to dress themselves, as far as possible, in clean clothing.
6. The child will be encouraged/supported to wash their hands using soap, warm water and dry with paper towels.
7. Where appropriate, the changing mat, surrounding area and underneath the mat will be sprayed with antibacterial spray.

8. Any soiled nappies, wipes and gloves will be placed in a nappy sack and then given to parents. Staff will wash hands using liquid soap, warm water and dry with paper towels.

9. Parents are requested to ensure there is a bag containing a clean change of clothes for their child in case of accidents.

10. If the child's clothes are soiled, they will be bagged separately and sent home, they will not be rinsed by hand.

Toileting Children

We aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it. Where children are in pull-ups, we will remind them at frequent intervals to use the toilet.

Toileting Procedure

1. Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.

2. The teacher and/or assistant will remind children to use the toilet regularly and the whole group will be taken to the toilets together at least once every session. Children who go to the toilet at other times will be supervised by an adult: in Woodlands the teacher or assistant will escort them to the toilet and wait outside the cubicle.

3. If two children lock themselves into a cubicle and do not immediately come out on the adult's instruction then the door will be unlocked and opened from the outside. If such an incident occurs it will be recorded in the children's observations. If it occurs repeatedly it will be reported to the DSL.

4. Stools are available to assist children to get on and off the toilet independently.

5. All children will be encouraged and supported to adopt good personal hygiene by washing their hands properly.

6. The teacher and assistant will wash their hands with hot, soapy water and dry on disposable towels immediately after completing the task.

7. Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. Each kindergarten will also have some spare clothes.