



The Gem Federation Changing and Toileting Policy

The Gem Federation offers provision for children from the age of two. As such changing and toileting is an important part of the care provided, and is the responsibility of every member of staff. Staff will ensure children are supported to achieve the highest level of autonomy that is possible given their age and abilities. Only familiar persons with a suitable Disclosure and Barring service (DBS) clearance will be allowed to change children.

Changing Procedure

If a child has wet or soiled themselves or needs clothes changing for any other reason (e.g. after water play) they should be provided with a change of clothes and encouraged to undress and dress themselves as independently as possible. A member of staff will supervise discreetly and ensure that the child is allowed privacy from others.

Adults will ensure changing time is a positive learning time and an opportunity to promote independence and self-worth. They will do this by speaking to the child personally by name so that they are aware of being the focus of the activity. The adult will give explanations of what is happening in a straightforward and reassuring way and enable the child to be prepared for and to anticipate events while demonstrating respect for their body e.g. by giving them a strong sensory clue such as using wipes to signal an intention to wash or change. If the child becomes distressed the adult will reassure them that they will feel much better when they are clean, however in a rare occurrence, if the distress is such that it is difficult to continue then stop the changing process and the parents should be contacted to explain the situation and an agreed course of action established. If there are any marks or redness seen this should be recorded and reported to the child's parents as soon as possible.

To ensure the levels of hygiene the following procedure will be carried out:

- Fresh gloves must be worn for every change.
- Staff must use the child's wipes that have been provided by the parent/carer and will always respect the parent's wishes in regard to following the requested hygiene routine for the individual child. If wipes from home are not available use wipes supplied by the setting.
- When wiping a child all staff are aware in making sure that they clean thoroughly from front to back to avoid any cross contamination/infection.
- Nappies or wipes whether wet or soiled, will be placed in a nappy sack and put in the bin provided.
- Gloves should be removed and anti bac gel used before a clean nappy or clothes are put on the child to avoid any cross contamination.
- The changing mat is then sprayed and wiped after each change with anti-bacterial solution and disposable cloth i.e. paper towel.
- The bin is always emptied at the end of every day or sooner if needed.

Should a member of staff have any concerns about a child they should follow the child protection procedures.

Nappy Changing Procedure

All toileting is reported to parents and carers via the daily feedback sheet at Bessemer and verbally at Keyworth. Nappies and wipes are provided by parents or carers and stored in the nappy changing area. When wipes, nappies, cotton wool etc are running low, the staff will inform the parents/carers. Any barrier creams provided are applied by staff once a 'non prescription

medicine form' has been completed. Nappies are changed in the designated nappy changing areas using appropriate changing tables and mats. All children should be encouraged to use the steps to access the mat on the changing table, if available. Children must never be left unattended on the nappy changing stand. While nappies are being changed doors should be left open so that a second member of staff is within sight or earshot.

All children will be checked every 2 hours but should be changed as and when needed.

Toilet Learning Procedure

Potty/ toilet learning is a very important milestone for each and every child. The child requires reassurance and guidance at every step to make sure that they are fully supported and encouraged during this stage of their development. It is equally important that we ensure effective partnership and communication with parents in order to give the child continuity between their home and nursery.

We ask that parents let us know as soon as they start to think about toilet learning in order to maintain consistency. Toilet learning is a shared job and it is important that your child gets the same messages at home and at playschool. Communication is the key: Make sure that the nursery staff knows what you are doing at home and vice versa.

Parents are asked to provide plenty of changes of clothes. This is very important because accidents do happen and your child shouldn't feel bad that they have to wear somebody else's clothes. At this age they prefer things that belong to them and it frustrates them if they have to wear something that they do not want.

The following procedure will be carried out:

- Key persons will ensure that all staff in the team are fully aware of the child's stage of potty/toilet learning.
- Parents' wishes must be taken into account at every stage and this must be communicated to the team. If your child has a particular name for the toilet please let us know.
- Children at the potty/toilet learning stage must be accompanied to the bathroom and supervised and supported whilst in there.
- Adults will ensure the toilet is clean before use and toilet paper is well stocked.
- If helping a child with toileting, put on specific disposable apron used for toileting and gloves.
- Encourage the child to remove necessary clothing and to sit on the potty/ toilet themselves.
- If age appropriate a child should be encouraged to wipe themselves (most children of toileting age are able to clean themselves after a wee), however if help is required (e.g. some children will need help after a poo), clean the child's bottom using baby wipes, cotton wool or toilet paper, taking care to wipe from front to the back area and taking special care of folds in the skin. In the event of a child requiring assistance, care should be given to respect the child's right to refuse help.
- Children should then be encouraged and supported to wash their hands with soap and water and dried thoroughly, so good hygiene practices are started.
- Potties require immediate emptying and cleaning with an anti-bacterial spray.
- Should a child have a toileting accident, see changing procedure.
- Children, whose parents and key person have agreed to start potty training, will be prompted to sit on the potty every 20 to 30 minutes throughout the day.
- Reassurance and praise should be given at every step.
- If any child is struggling with standard potty-learning techniques, then this will be discussed with the room manager, key person and the child's parents.

- All visits to the potty will be discussed at handover with parents who will be informed of their child's progress on that day.

Once a child is in pants we feel it is confusing and counter-productive to put them in nappies except for nap and overnight (as children's bodies may not be mature enough to wake up for the need to use the bathroom).