

INTRODUCTION

Meeting the needs of children by providing support during the toileting transition as well as the provision of clean nappies and a safe and hygienic place for changing children is a basic need that is important for children's comfort and happiness.

The Nappy changing and toileting procedure is an opportunity in the child's day where interactions, guided by the learning frameworks and NQS, are meaningful, warm and responsive and support children's learning.

OVERALL GOALS – What are we going to do?

BDCS will follow best practice guidelines for nappy changing and toileting to ensure the area is hygienic and to reduce the spread of infectious disease. BDCS aims to make the nappy change and toileting experience a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting, meaningful and positive relationships.

OVERALL STRATEGIES – How will it be done?**The Approved Providers will:**

Provide adequate and appropriate hygienic facilities for nappy changing;

- Ensure nappy change 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 area;
- Consider access to children's hand washing facilities within the nappy change area;
- Consult the Building Code of Australia for requirements concerning nappy change benches.(Centre-based services);
- 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 child cannot access.
- Display bathing, toileting and nappy change procedures in the corresponding areas to maintain a consistent approach by all staff.

Educators will:

- Discuss children's individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive;
- Provide information to families regarding children's nappy change and toileting patterns;
- Utilise nappy change times to interact with children on an individual basis. The nappy change 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; and

- Organise the nappy change, bathing and toileting areas to promote positive interactions and promote positive learning experiences, e.g. place pictures or mobiles to stimulate children's interactions and to encourage learning.
- Support children to take an emerging responsibility in their own self-help routines.
- Practice effective hygiene by utilising the 'Staying Healthy in Child Care (5th edition)' practices when changing a nappy to reduce the spread of infection. These are:
 - Wash hands.
 - Place paper towel on the nappy change mat.
 - Put on gloves.
 - Remove the nappy and place in the nappy bin.
 - Remove any soiled or wet clothing.
 - Clean the child's bottom.
 - Remove the paper towel and put it in the nappy bin.
 - Put the gloves in the nappy bin.
 - Remove the gloves, peeling them back from the wrist and turning them inside out as they are removed.
 - 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.
 - Place a clean nappy on the child
 - Dress the child.
 - Wash and dry their hands and your hands.
 - Return the child to the play area.
 - Clean the nappy change mat and area with detergent or vinegar and warm water.
 - Dry with a clean paper towel.
 - Then wash your hands.
- Encourage mobile children to walk to the nappy change area. Educators will assist the child to walk up the steps onto the nappy change bench 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.
- Be patient and encouraging, using positive language and warm interactions that are responsive to the child.
- Role model the correct handwashing procedure
- Consider how the environment is designed and set up to be inclusive and promote competence, while maintaining a safe and hygienic environment.
- Allow children to take their time without pressure
- Respond to children's cues and allow them to be active participants in the process
- Where possible, use the correct terms for going to the toilet - ask families what words they use at home, as consistent language between home and care will help children to understand and learn more easily
- Be sensitive to individual children's needs and styles, and tailoring individual nappy change and toileting procedures to each child
- Prompt children by asking or reminding them about using the toilet

- Take full advantage of every opportunity for a focused, positive interaction with children during toileting, bathing and nappy change times, however brief these might be
- Always be positive about toilet training so that your encouragement is reinforced in your language and actions
- Be respectful and sensitive to children's dignity and rights to privacy

Families will:

- Support their child to learn to use the toilet by:
 - Sending their child in underpants rather than pull-ups
 - Send extra clothes for their child, especially pants and underwear
 - Send their child in comfortable clothes that are easy to pull down and up
- Provide any nappies required for their child
- Share relevant information with educators, including any practices in the home that can be supported in the preschool environment.

Educators will maintain effective supervision at all times by:

- Fully supervising and maintaining physical contact with children throughout the nappy change and toileting experience. No child will be left alone on a nappy change mat.
- Keeping nappy change areas and toilets fully stocked with all required materials at all times.
- Educators are responsible for maintaining 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.
- Communicating with other educators when they are going to change a nappy or assist a child with bathing or toileting.
- Remaining visible or within hearing distance of other educators while changing a nappy or assisting a child with bathing or toileting.
- Being present and monitoring correct procedural practices when a student is required to assist children in the area of toileting as part of their practical education requirements.
- Accompanying children who may need to use the bathroom if a parent is present and helping their child to toilet at the same time.

In response to the needs of children who are toileting, educators will:

- Ensure all children have access to toilet facilities at any time of the day, to be used according to individual needs.
- Ensure accidents will be treated with sensitivity and the child supported while maintaining the child's dignity during the changing process.
- Children will be encouraged to wipe their own bottoms with the help of a staff member wearing gloves.
- Children will be guided to follow the process of wiping front to back, flushing the toilet, washing and drying hands.
- Toilet area and toilet seats will be monitored routinely to maintain hygiene and cleanliness.
- Toilet area will be monitored constantly to ensure supervision is maintained at all times

In response to the need to bath a child, educators will:

- Maintain a clean and sanitary environment, especially in areas where children are bathed.

- Undertake the following procedure:
 - Ask the child to get their spare clothes from their bag and go into the bathroom, if they are able.
 - Encourage the child to do as much for themselves as possible i.e. taking off shoes, putting wet or soiled clothes into a waterproof bag to take home, drying themselves and putting on their clean clothes.
 - Assist by guiding the child verbally to meet their personal care needs. If the child is unable to carry out these needs unassisted, support the child.
 - Respect children's privacy. Talk reassuringly, explain what you are doing at each step and restrict other children from viewing the bathing procedure.
 - Meet your own hygiene needs i.e. wash hands, wear gloves, remain visible or within hearing distance of other educators.
 - Place soiled clothing in a plastic bag and send home to be washed. Soiled underpants may be disposed of at Educator's discretion due to hygiene and WHS practices.
- Following bathing:
 - Child and teacher to rinse hands well, count to 10
 - Turn off tap using a paper towel
 - Dry well
 - Dispose of towels in an appropriately lined bin
 - Clean the bath and non-slip mat with warm water and detergent.
 - Record any soiled items to be collected for the parents upon pick up
 - Inform parents at pick up that their child has been bathed.
 - Send the towel used home with the child to be washed and returned or launder at the service.

Additional Strategies

- Nappy change bins will have a 'hands-free' lid. Nappy bins will be located out of children's reach, in a child proof cupboard where possible. Nappy bins will be emptied once during the day and at the end of each day. This may need to be done more regularly if there are soiled nappies.
- Educators will clean nappy change mats and areas after each use. They will be thoroughly cleaned with vinegar and warm water or with pH Neutral detergent and water and paper towel once during the middle of the day and at the end of each day. Nappy change mats will be placed in direct sunlight after being cleaned.
- Children's nappies will be changed at scheduled intervals as determined by the nominated supervisor and educators. 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.
- Nappy change and hand washing procedures will be displayed visually and in community languages as appropriate in the nappy change area.

MOBILE'S ADDITIONAL GOALS - What it aims to do differently

Mobile staff will ensure that all venues have adequate toileting facilities available at all venues.

MONITORING, EVALUATION AND REVIEW

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

RELATED LEGISLATION

- Education and Care Services National Regulations
- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011
- Children (Education and Care Services National Law Application) Act 2010, Section 167
- Guide to the National Quality Framework ACECQA (2018)
- Australian Standard for storage and handling of hazardous chemicals and materials (AS 3780)

LINKS TO:

- National Quality Standards: 2., 2.1.1, 2.2, 2.2.1, 3.1, 3.1.1
- Education and Care Services National Regulations: 77, 106, 112

SOURCES

- Storage and Handling of Dangerous Goods: Guidance – https://www.safework.nsw.gov.au/__data/assets/pdf_file/0005/50729/storage-handling-dangerous-goods-1354.pdf
- Approved First Aid Australian Children's Education Qualifications- <https://www.acecqa.gov.au/qualifications/nqf-approved>
- ACECQA Toileting and nappy changing principles and practices: <https://www.acecqa.gov.au/sites/default/files/acecqa/files/QualityInformationSheets/QualityArea2/EffectiveToiletingandNappyChangingProcedure.pdf>

Policy Revision History

<i>Date</i>	<i>Authorised By</i>	<i>Description of Amendments</i>	<i>Sections affected</i>
Jan 2021	P. Ritchie – GM		

- **Review Date: Jan 2022**

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