



# BOURKE AND DISTRICT CHILDREN'S SERVICES

## QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

### POLICY NAME: NAPPY CHANGE, TOILETING AND BATHING

#### POLICY STATEMENT

Our organisation aims to meet the needs of children by providing a clean, safe, and hygienic place for nappy changes, toileting and bathing. We acknowledge that the transition between wearing nappies and using the toilet can be challenging for many children and we ensure we are responsive and provide support to children throughout this transition. We believe that nappy-changing and toileting rituals provided in a caring and responsive manner are valuable opportunities to promote children's learning, meet individual needs, and to develop strong relationships with children.

#### BACKGROUND

We aim to ensure the nappy change and toileting experience is a relaxed, happy and social part of the daily routine. Children having their needs met quickly and in a caring responsive way builds their sense of trust and security. The way educators react to soiled or wet nappies, toileting needs, and toileting accidents give children powerful messages about themselves and their bodies. All bathrooms will be maintained in a hygienic state in order to eliminate or reduce the spread of infectious disease.

Nappy changing and toileting routines are an excellent opportunity for educators to:

- Conduct one-to-one interactions with babies, toddlers, and children, giving them undivided attention (while being in line of sight of another staff member as per our Supervision policy).
- Build trusting and caring relationships with babies, toddlers, and children.
- Support children's agency to develop an understanding and control of their own bodily functions.
- Interact with babies and toddlers using verbal and non-verbal communication and respond to their communication.
- Participate in age-appropriate activities, such as singing, saying rhymes.
- Build children's understanding of what is happening by inviting them to the bathroom and supporting their ability to predict what will happen next in the routine.
- Help children begin to develop and extend their self-help skills, which includes handwashing and dressing, and encouraging children to identify the feeling of accomplishment and pride that come with this.

#### OVERALL STRATEGIES / HOW WILL IT BE DONE?

Nappy changes and toileting routines are incorporated into the daily routine, both at designated times and as required, to meet children's individual needs. Educators will communicate with parents/guardians to develop continuity between our service and home in regards to their child's nappy change and toileting practices. Educators will be responsive to any special requirements related to culture, religion, or privacy as identified by the child's parents/guardians. Where possible, only the usual educators in a child's room will change nappies/support with toileting, for consistency and building trust.

#### CHILD SAFETY

Child safety is paramount in our services and whilst educators will provide one-to-one interactions with children when changing their nappy, supporting with toileting or bathing, they will also ensure that they remain visible to at least one other staff member to ensure that effective supervision is maintained as per our Supervision policy. In addition, to ensure children's safety, health and wellbeing, parents/guardians are not permitted enter the children's bathroom/toilet area unless there are no other children using the facilities. This is to ensure the safety of and to protect the rights and dignity of all other children.

#### NAPPY CHANGING

- 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.
- Nappy change bins will have a 'hands-free' lid and will be located out of children's reach, in a child proof cupboard where possible. Nappy bins will be emptied as required throughout the day and always at the end of the day.
- At the end of each day the nappy change mat and nappy change area is thoroughly cleaned and resources are refilled.

#### NAPPY CHANGING PROCEDURE

Preparation:

- Before changing a child's nappy, make sure you have everything you need within reach e.g.: disposable gloves, nappies, wipes etc.
- Wash your hands thoroughly with soap and water and dry with paper towel



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- Put disposable gloves on both hands and place paper towel on the change mat

##### Changing:

- Inform a staff member that you are about to change a child's nappy. This lets that staff member know that they will need to be in line of sight throughout the nappy change and will be required to initial that this happened on the Nappy Change Register
- Lie child down on the change table/encourage them to climb the steps to the change table and lay down if age appropriate
- Always keep a hand on the child to prevent falling
- Undress child as required in order to access nappy (e.g. pull down pants) and remove child's nappy
- If applicable, remove any clothing with urine/faeces on it and replace
- Use the front of the nappy to wipe off any faeces
- Use the tabs of the nappy to fold the nappy together in order to stop leakage and put in a disposable nappy bag
- Place any soiled clothes (including a cloth nappy) in an additional disposable nappy bag
- Using wipes, clean the child's bottom and genital area (hold child's legs up with your fingers between the ankles and gently lift the child's bottom, wiping front to back)
- Place all used wipes in the bag with the used nappy
- Once the child is clean, remove the paper towel and put that too in the bag
- Tie the bag closed and dispose of in the nappy bin
- Remove your gloves, peeling them back from the wrist and turning them inside out as they are removed. (do not let your skin touch the outer contaminated gloves) and dispose of in the hands-free lidded nappy bin
- If nappy cream is required due to nappy rash (check first for authorisation), place on a new glove and place a clean paper towel under the child's bottom
- Place a suitable amount of cream on the gloved finger and spread onto the child's bottom (do not place gloved finger back into cream after touching child's skin)
- Remove the paper towel and dispose of in the bin along with the used glove
- Open a clean nappy, with fastening tabs towards the top. Lift child's ankles and slip the nappy beneath their bottom
- Fold the front flap up, tuck it firmly around baby's waist and secure each tab. Ensure not to make the nappy too tight
- Dress the child and lift the child from the change table/support them to climb down the steps if age appropriate
- Wash the child's hands
- Place child/ encourage them to walk themselves if able, back in the area they were prior to having their nappy changed
- Wash your hands thoroughly with soap and water and dry with paper towel

##### Cleaning:

- After each nappy change, put on new gloves and clean the change table with a paper towel and disinfectant
- Dispose of paper towel and gloves in the nappy bin
- Wash your hands with soap and water and dry thoroughly with paper towel

##### Record keeping:

- After an educator has changed a child's nappy, this will need to be logged on the Nappy Change Register for reporting purposes. Information to be provided on the register includes:
  - Name of the child
  - Date
  - Time of change
  - Details of change e.g. whether the nappy was dry, wet or soiled
  - The name and signature of the educator who changed the child's nappy
  - The initials of the staff member who was in line of sight during the check/change



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- Certain information from the Nappy Change Register may also be inputted onto Xplor for reporting purposes, allowing parents/guardians to see details of the nappy change.

##### TOILETING

###### TOILET TRAINING

For children who are toilet training, educators will consult with parents/guardians to develop a consistent approach that can be followed at home and the service. Educators will keep parents updated with the progress that their child is making with their toilet training.

Decisions about when to begin toilet training will be made by families or may occur through shared decision making between families and educators at the service. This decision is based on mutual respect and open communication, which is crucial for a successful outcome. Families may have strong views and preferences about when and how their child learns to use the toilet, which may come from their cultural background or individual preferences, which must be respected by educators and staff. The priority of the individual child's wellbeing is paramount, and the decision to begin assisting the child to learn to use the toilet should be based on signs of readiness from the child and discussion with families. Early signs of readiness may start to appear when children are around two years old, but generally appear closer to the child's third birthday. These signs may include:

- Showing interest in the toilet, including having an interest in others using the toilet or wanting to sit on the toilet
- Indicating a need to go to the toilet either before, or while they are passing urine or faeces
- Staying dryer for longer periods of time
- Beginning to dislike wearing a nappy and perhaps trying to pull it off when it's wet or soiled

We recognise that it is important to not place unnecessary attention and pressure on the child to perform and to acknowledging children's successes, no matter how infrequent or small as this is vital for their self-esteem and confidence. Toileting accidents are to be expected and will be treated respectfully, without fuss, and in a supportive manner.

##### TOILETING PROCEDURE

###### Preparation:

- Encourage children to frequently go to the toilet throughout the day to minimise accidents
- If a child requires assistance with toileting, the main educator assisting will always ensure a second staff member is in line of sight
- Support children's independence by verbally offering support and guidance and otherwise only physically assisting with toileting when needed

###### Using the toilet:

- Encourage the child to sit on the toilet and undress as required (e.g. pull-down pants and underwear)
- Once the child has finished using the toilet, encourage them to wipe themselves from front to back with toilet paper.
- If the child requires assistance with wiping, ensure gloves are worn before assisting
- Ensure toilet paper is placed in the toilet after use
- Remove your gloves, peeling them back from the wrist and turning them inside out as they are removed. (do not let your skin touch the outer contaminated gloves) and dispose of in the hands-free lidded nappy bin
- Encourage the child to flush the toilet
- Encourage the child to re-dress (e.g. pull up their underwear and pants)
- Direct the child to wash their hands thoroughly and then to dry their hands using paper towel and dispose of this in the bin
- Praise the child's efforts when toilet training
- Wash your hands thoroughly with soap and water and dry with paper towel
- Encourage the child to walk themselves back to the area they were in prior to using the toilet

###### Cleaning:

- Ensure that the toilet is clean and ready to be used by the next child



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- If necessary, place on gloves and clean the toilet with a paper towel and disinfectant
- Dispose of paper towel and gloves in the nappy bin
- Wash your hands thoroughly with soap and water and dry with paper towel

#### Record keeping:

- Although a record doesn't need to be kept of when children use the toilet, educators will pay particular attention to children who are toilet training to ensure they are going regularly and to report their progress to their parents/guardians.

#### BATHING

##### BATHING PROCEDURE

Bathing of children will only occur at the service when absolutely necessary.

##### Preparation:

- If a child requires assistance with bathing, the main educator assisting will always ensure a second staff member is in line of sight
- Before bathing a child, make sure you have everything you need within reach e.g: disposable gloves, towel, clean clothes etc.
- Wash your hands thoroughly with soap and water and dry with paper towel
- Put disposable gloves on both hands
- Support children's independence by verbally offering support and guidance and otherwise only assist with bathing when needed
- Turn on the shower tap and check the temperature prior to the child entering

##### Bathing:

- Support the child to enter the shower area.
- Encourage the child to remove all clothing and footwear if age appropriate
- If required, dispose of nappy (see nappy changing procedure)
- Place any wet or soiled clothes (including a cloth nappy) or footwear in an additional disposable nappy bag to take home
- Encourage the child to bathe themselves if age appropriate and assist by guiding the child verbally to meet their personal care needs
- If the child is unable to bath unassisted then bathe the child as required. Talk reassuringly, explain what you are doing at each step and respect the child's privacy by restricting other children from viewing the bathing procedure
- Turn off the tap of the shower
- Encourage the child to dry themselves well using a towel
- Remove your gloves turning them inside out and dispose in the bin
- Encourage the child to put clean clothes on
- Wash your hands thoroughly with soap and water and dry with paper towel
- Place child/encourage them to walk themselves if able, back in the area they were prior to being bathed

##### Cleaning:

- Ensure the shower area has been rinsed and cleaned with a paper towel and disinfectant
- Place towel in laundry basket to be laundered by the service

##### Record Keeping:

- At departure time, ensure the child's parent/guardian/emergency contact has been informed that their child has been bathed and the reason why

#### HYGIENE



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Appropriate hygiene practices must be maintained, and procedures followed to minimise any risk of infection at all times. Educators will continuously role-model and promote healthy hygiene practices and hand washing procedures, encouraging and supporting the children to follow these practices.

##### Handling soiled items:

- Put on gloves prior to handling soiled items
- Empty solid waste into the toilet where possible
- Rinse any soiled clothing in laundry sink
- Place soiled clothing in a disposable nappy bag or alternative and keep these in a designated area for parents to take home at the end of the day
- Wash linen, or other items that have been soiled, separately from other laundry on a hot water setting or arrange for soiled items to be washed off site
- Follow bathing procedure if necessary due to soiled clothing on children
- Thoroughly clean laundry sink with a paper towel and disinfectant
- Clean any spills such as urine, faeces or vomit, with a paper towel and disinfectant
- Remove your gloves turning them inside out and dispose in the bin
- Wash your hands with soap and water and dry thoroughly with paper towel

##### ROLES AND RESPONSIBILITIES

###### THE APPROVED PROVIDER AND NOMINATED SUPERVISORS WILL:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure all staff (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the Nappy Change, Toileting and Bathing Policy, their responsibilities in implementing it, and any changes that are made over time.
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Ensure educators confidently and consistently follow the nappy changing, toileting, and bathing procedures.
- Ensure all educators are aware that they are responsible for ensuring that there is a second in line of sight before changing a nappy or providing support with toileting or bathing to ensure that effective supervision is maintained.
- Ensure educators under the age of 18 will be directly supervised by an educator over the age of 18 at all times.
- Provide adequate and appropriate hygienic facilities for nappy changing and toileting.
- Ensure nappy changing and toileting areas are safe and do not pose a risk to children.
- 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 using the facilities
- Provide adequate supplies for nappy changing and toileting at all times.
- Ensure that adult and children's hand washing facilities are located within the nappy change area.
- Ensure handwashing posters are displayed in bathrooms and nappy change areas.
- Ensure the Nappy change, Toileting and Bathing procedures are clearly displayed in the relevant areas.
- Ensure nappy bins have a 'hands-free' lid and are located out of children's reach.
- Ensure soiled clothing and soiled nappies are disposed of or stored in a location that children cannot access.
- Implement policies, procedures, and training with educators to ensure nappy change procedures support children's safety, protection, relationships, and learning.
- Ensure nappy changing information is documented on the Nappy Change Register and where required, Xplor.
- Ensure nappy change table/mats are hygienically cleaned and kept in excellent condition at all times to reduce the spread of infection (no holes, cracks or creases).
- Ensure children's nappies are changed at agreed regular intervals and additionally as required.
- Ensure educators check nappies throughout the day to ensure children are not susceptible to nappy rash and discomfort.
- Request families to provide nappies and additional changes of clothes in case of any nappy/toileting accidents.
- Check children's enrolment forms and keep a record of children whose parents have consented to the application of nappy creams/lotions/powders if required.



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#### EDUCATORS WILL:

- Ensure that they alert another staff member before changing a nappy or providing support with toileting or bathing and that they ensure that they remain visible to that staff member to ensure that effective supervision is maintained.
- Document information regarding nappy changing on the Nappy Change Register and Xplor app, after they have finished changing the child's nappy.
- Ensure that if another educator alerts them that they are going to change a nappy or provide support with toileting or bathing, that they are able to always see that educator throughout that process to ensure that effective supervision is maintained.
- Collaborate with families to align practices with children's home routines and cultural needs.
- Provide information to families regarding children's nappy changes on Xplor and verbally share information regarding their toileting progress.
- Utilise nappy change times to interact with children, toddlers, and babies on an individual basis. The nappy change time will allow educators to converse, sing, play, and generally interact with the child. This time is a particularly good time for supporting language skills.
- Organise the nappy change area to promote positive interactions and promote positive learning experiences.
- Ensure physical contact and direct supervision with children throughout the nappy change experience.
- Ensure no child is left alone on a nappy change mat or bench.
- Keep nappy change areas fully stocked with all required materials at all times, ensuring there are spare nappies available despite parents being required to supply their own.
- Ensure nappy change and toileting supplies are readily accessible to ensure efficiency and the health and safety of each child.
- Encourage mobile children to walk to the nappy change area.
- Assist the mobile baby or toddler to walk up the steps onto the nappy change bench to minimise lifting 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 baby to the nappy change mat.
- Only apply nappy cream/lotion/powder to a child if authorisation has been provided.
- Support children to take an emerging responsibility in their own self-help routines by encouraging them to do as much for themselves as possible.
- Be patient and encouraging, using positive language and warm interactions that are responsive to the child.
- Role model appropriate handwashing.
- Be sensitive to individual children's needs and styles, and tailor 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.
- Ensure all children have access to toilet facilities at any time of the day, to be used according to individual needs.
- Ensure accidents are treated with sensitivity and maintain the child's dignity during the changing process.
- Frequently check bathrooms for cleanliness and maintain a high level of hygiene.

#### FAMILIES WILL:

- Ensure they provide a sufficient number of nappies for children who require them.
- Ensure they provide their own wipes for their child if they are sensitive to the wipes that are used by the service.
- Ensure they provide any creams/lotions/powders that their child requires after nappy changing (other than Sudocrem which is provided by the service) and complete the relevant authorisation for these to be used.
- Ensure sufficient amount of spare clothing is packed for children, considering potential toileting accidents.
- Communicate with educators regarding any specific toileting or nappy changing needs.
- Ensure children wear clothes that are easy to pull up and down, including pull ups instead of nappies if toilet training.
- Share relevant information with educators, including any practices in the home that can be supported in the service.

#### CONTINUOUS IMPROVEMENT/REFLECTION





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Our Nappy Change, Toileting and Bathing Policy will be reviewed annually, or earlier if there are changes to legislation, ACECQA guidance, or any incidents related to the policy. This review will be conducted in consultation with children, families, and staff.

#### CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance, and culture
Standard 2	Children participate in decisions affecting them and are taken seriously
Standard 3	Families and communities are informed and involved
Standard 4	Equity is upheld and diverse needs are taken into account
Standard 5	People working with children are suitable and supported
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
Standard 8	Physical and online environments minimise the opportunity for abuse to occur
Standard 10	Policies and procedures document how the organisation is child safe

#### NATIONAL QUALITY STANDARD (NQS)

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2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

#### EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
112	Nappy change facilities
115	Premises designed to facilitate supervision
120	Educators who are under 18 to be supervised
155	Interactions with children
156	Relationships in groups
168	Education and care services must have policies and procedures
170	Policies and procedures must be followed
171	Policies and procedures to be kept available

#### STATUTORY LEGISLATION & CONSIDERATIONS

[Education and Care Services National Law Act 2010 \(Amended 2023\)](#)  
[Education and Care Services National Regulations \(Amended 2023\)](#)  
[Work Health and Safety Act 2011](#)

#### SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.  
 Australian Dental Association: [www.ada.org.au](http://www.ada.org.au).  
 Australian Children's Education & Care Quality Authority (ACECQA). (2025).



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Australian Children's Education & Care Quality Authority (ACECQA). National Quality Standard Information Sheet. (2023) [Toileting and Nappy Changing Principles and Practices](#).

Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#). V2.0, 2022.

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2025).

Guide to the National Quality Framework. (2017). (Amended 2023). [Guide to the National Quality Framework](#).

National Health and Medical Research Council. (2024). Staying healthy: Preventing infectious diseases in early childhood education and care services. (6<sup>th</sup> Ed.). [Staying healthy: Preventing infectious diseases in early childhood education and care services - 6th Edition](#).

NSW Government. Communities & Justice Community Services. (2019). [Babies and toddlers: Toilet training](#).

Raising Children Network (2018) Nappy rash <https://raisingchildren.net.au/newborns/health-daily-care/poos-wees-nappies/nappy-rash>.

Revised National Quality Standard. (Amended 2025).

#### RELATED POLICIES

- Family Participation and Communication Policy
- Infectious Diseases Policy
- Interactions with Children Policy
- Supervision Policy

#### RELATED DOCUMENTS

- Nappy Change Register

POLICY REVIEWED	NEXT REVIEW DATE	POLICY REVIEWED BY
OCTOBER 2025	OCTOBER 2026	Charlotte Parnaby
MODIFICATIONS	<ul style="list-style-type: none"><li>• Some content reworded to make clearer that there is always a 2<sup>nd</sup> staff member in line of sight for supervision purposes during nappy changing, toileting and bathing times</li><li>• Reference to paper Nappy Change Register which must be signed by both the educator completing the change and the 2<sup>nd</sup> staff member to confirm that they were in line of sight during the nappy change process</li><li>• Updated legislation and other links where necessary</li></ul>	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	POLICY REVIEWED BY
AUGUST 2024	<ul style="list-style-type: none"><li>• New policy format</li><li>• Child Safe Standards added</li><li>• Additional information regarding parents/guardians entering bathrooms added to support Child Safe Standards</li><li>• Regulation amendments incorporated</li><li>• Nappy Changing, Toileting and Bathing procedures updated and made clearer</li></ul>	Prue Ritchie
JANUARY 2021		Prue Ritchie