

POLICY AIM

We aim to ensure best practice guidelines are adhered to for nappy changing and toileting, ensuring that children's bathrooms and nappy change areas are maintained in a hygienic state in order to eliminate or reduce the spread of infectious disease. Our services will also ensure that nappy change and toileting routines are used as an opportunity for one-on-one interactions between the educator and child.

RATIONALE

Our Service aims to meet the needs of children by providing a clean, safe, and hygienic place for nappy changes and toileting. 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.

SCOPE - WHO IS AFFECTED BY THIS POLICY?

- Children
- Families
- Educators
- Students

NATIONAL QUALITY STANDARD

QUALITY AREA 2 - CHILDREN'S HEALTH AND SAFETY

- Standard 2.1 (Health) - *Each child's health and physical activity is supported and promoted.*
 - Element 2.1.1 (Wellbeing and comfort) - *Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.*
 - Element 2.1.2 (Health practices and procedures) - *Effective illness and injury management and hygiene practices are promoted and implemented.*
- Standard 2.2 (Safety) - *Each child is protected.*
 - Element 2.2.1 (Supervision) - *At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.*
 - Element 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.*

QUALITY AREA 3 - PHYSICAL ENVIRONMENT

- Standard 3.1 (Design) - *The design of the facilities is appropriate for the operation of a service.*

RELATED POLICIES & LEGISLATION

RELATED SWEETPEAS POLICIES AND PROCEDURES:

- Bathroom Procedures
- Child Protection Policy
- Child Safe Environment Policy
- Cleaning Procedures
- Handwashing Policy
- Handwashing Procedure
- Infection Diseases Policy
- Interactions and Relationships with Children Policy
- Nappy Change Procedure
- Supervision of Children Policy
- Work Health and Safety Policy

RELATED EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS:

- 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
- 155 - Interactions with children
- 156 - Relationships in groups

IMPLEMENTATION AND STRATEGIES

Nappy changes and toileting routines are incorporated into the service routine, both at designated times and throughout the day to meet children's individual needs. Educators will communicate with parents to develop continuity between our Service and home in regard to their child's nappy change and toileting practices.

Nappy changing will be carried out at regular intervals throughout the day (or as needed) as per the *Nappy Change Procedure*.

Children who are in nappies will have details of this recorded on the *HubHello* record kept by the educators/staff. All families are able to login to their *HubHello* app or their *HubHello* account on the website to check that day's nappy and toileting record. The record tracks whether a child's nappy was dry, wet or soiled at the time of checking. (Educators can share *How to log in to HubHello FAQ* and *Where do I find information about my child? FAQ* fact sheets if parents need assistance in accessing these records.)

If any child is unable to be lifted or unable to climb the steps to the change mat, the change mat will be placed on the bathroom floor and the change mat will be placed on the towel to accommodate these children.

ROUTINES AND RELATIONSHIPS

Having their needs met quickly and in a caring responsive way builds children's sense of trust and security (see EYLF Practice 2, "Responsiveness to children"). It is also important to remember that the way that early childhood educators react to soiled or wet nappies, toileting needs, and toileting accidents give children powerful messages about themselves and their bodies.

Educators should be aware of, and accommodate, a child's preference to maintain privacy when toileting and dressing.

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
- build trusting and caring relationships with babies, toddlers, and children
- interact with babies and toddlers using verbal and non-verbal communication and respond to children's communication
- participate in age-appropriate activities with children, 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.

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.

TOILETING

Toileting occurs at any time of the day and is tailored to meet individual needs. Educators will communicate with parents to develop continuity and consistency with their child's toileting. Educators endeavour to be aware of, and consider, any special requirements related to culture, religion or privacy needs.

- At all times staff will encourage and support the child's independence in toileting, providing assistance where required.
- Where possible it is preferable to use the toilet rather than a potty when toilet training. This is for hygiene/infection control reasons.
- Assist child to remove clothing if needed.
- Use gloves for any of these stages in the toileting procedure:
 - Assist child onto toilet if needed.
 - Assist the child to wipe themselves, encouraging them to wipe front to back.
 - Assist the child to flush the toilet.
- Get the child to wash and dry hands on single use towel, and then leave the bathroom.

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- Educator to wash hands also.

If the child has soiled or wet their clothing:

- Wearing gloves, remove any wet/soiled clothing and seal in a bag for washing at home. Ensure the bag is labelled with the child's name, and a note is left on the sign in sheet.
- Clean and dry the child.
- Remove gloves and wash hands, (*do not touch the child's clean clothing before this step*).
- Put on new gloves and dress the child, wash and dry the child's hands. Have them leave the bathroom.
- Clean any spills following procedure for cleaning spills of body fluids.
- Remove and dispose of gloves, wash and dry your hands.

*****At no time should a child be punished or admonished for their accident*****

TOILET-TRAINING:

- Parents to supply several changes of clothing, including socks.
- Soiled clothes to be placed in a labelled plastic bag for parents to take home at the end of the day. Soiled clothes will not be rinsed or washed at the centre. (Washing soiled clothes at the centre can spread germs.)
- If the floor is wet or soiled, excess should be wiped up with paper towelling and disposed of appropriately. The area should then be washed as per *Cleaning Procedures*.
- Where possible it is preferable to use the toilet rather than a "potty" when toilet training. This is for hygiene/infection control reasons.
 - If the child must use a potty, empty the contents into the toilet and wash the chair. Do not wash it in a sink used for washing hands.

*****At no time should a child be punished or admonished for their accident*****

Educators will:

- Provide families with *Toilet Training Tips* fact sheet, if required.
- Remind children to use the toilet at regular intervals, including nappy change times, mealtimes and rest time.
- Help the child use the toilet.
- Help the child wash and dry their hands.
 - Ask older children if they washed and rinsed their hands, counting slowly to 10 or singing for this length of time.
- Explain to the child that washing their hands and drying them properly will stop germs that might make them sick.
- Educators will ensure the *Handwashing Policy* is strictly adhered to.

At all times, appropriate hygiene practices will be maintained, and procedures followed to minimise risk of infection. Educators will always model and promote healthy hygiene practices and hand washing procedures, discussing these with the children and encouraging the children to follow these practices.

RESPONSIBILITIES

MANAGEMENT/APPROVED PROVIDER WILL:

- provide adequate and appropriate hygienic facilities for nappy changing.
- ensure new nappy change facilities are designed in a way that prevents unsupervised access by children.
- 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, wherever possible.

- ensure nappy bins have a 'hands-free' lid.
- ensure nappy change procedures remain compliant and current.

THE NOMINATED SUPERVISOR/RESPONSIBLE PERSON WILL:

- implement policies, procedures, and training with educators to ensure nappy change procedures support children's safety, protection, relationships, and learning.
- ensure trainees are properly trained in nappy change and hygiene procedures.
- develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location that children cannot access.
- ensure children's nappies are changed at scheduled regular intervals at a minimum.
- ensure educators check nappies throughout the day to ensure children are not susceptible to nappy rash and discomfort. A system to record this routine will be maintained.
- ensure documentation to record information about nappy changing and toileting is consistent and monitored.
- ensure handwashing posters are displayed in bathrooms and nappy change areas.
- ensure nappy change and hand washing procedures are displayed visually and in community languages as appropriate (and practicable) in children's bathrooms and the nappy change area.
- ensure nappy bins are emptied once during the day and at the end of each day, or more regularly as required.
- ensure nappy change table/mats are hygienically always cleaned and kept in excellent condition to reduce the spread of infection- i.e. no holes, cracks. (Report damage to Management)

EDUCATORS WILL:

- discuss children's individual needs with families to ensure practices are reflective of their home environment and are culturally sensitive.
- provide information to families regarding children's nappy changes and 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. For example, place pictures or mobiles to stimulate children's interactions and to encourage learning and language development.
- ensure physical contact and direct supervision with babies and toddlers 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.
- always follow Service's documentation requirements for nappy changing and toileting and communicating with families.
- only apply nappy cream to a child if authorisation is provided in writing (families are asked to indicate their preference to the Service via the *Standard Products Agreement* upon enrolment).

STUDENTS AND TRAINEES:

- Nappy changing and toileting will *only* be carried out by staff, following the nappy changing procedure provided.
 - At times, it may be required that a student carry out a nappy change as part of practical requirements, in this case an educator will *always* be present to supervise.
- **Trainee educators will not change nappies until they have been trained** in the nappy change procedure and hygiene procedures. After satisfactory completion of nappy changes under supervision, trainees will be able to complete this task independently.

FAMILIES:

- If a Parent is helping their child in the bathroom, an educator is required to accompany any other children needing to use the bathroom at the same time.
- Family members are asked not to enter the children's bathroom if children (other than their own) are already using it.
- Families are to provide enough nappies for their child's day (up to 5 per day).
- If the Parent does not consent to using the Service nappy cream (see their *Standard Products Agreement*), they need to provide an alternative.

RELATED SWEETPEAS DOCUMENTS (AND WHERE TO FIND THEM)

- How to log in to HubHello FAQ (Enrolment Package > Family FAQs HubHello)
- Tips for Toilet Training fact sheet (Enrolment Package > Family FAQs HubHello)
- Where do I find information about my child? FAQ (Enrolment Package > Family FAQs HubHello)
- Standard Products Agreement (Enrolment Package)

REFERENCES

- ACECQA. National Quality Standard Information Sheet. (July 2023) Toileting and Nappy Changing Principles and Practices.
- Belonging, Being & Becoming: The Early Years Learning Framework for Australia V2.0 (2022)
- Early Childhood Australia Code of Ethics (2016)
- Education and Care Services National Law 2010
- Education and Care Services National Regulations
- Guide to the National Quality Framework
- National Quality Standard (2018 revision)
- NSW Work Health and Safety Act 2011
- Raising Children Network (17-05-2024) Nappy rash:
<https://raisingchildren.net.au/newborns/health-daily-care/poos-wees-nappies/nappy-rash>
- Staying Healthy - Preventing infectious diseases in early childhood education and care services (6th Edition)
- Sweetpeas Philosophy

REVIEW AND AMENDMENTS

This policy will be updated regularly to ensure compliance with all relevant legal requirements. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with *Regulation 172* of the National Regulations, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Version	Amendment(s)	Review Date	Updated By
1.	Adapted policy from previous Sweetpeas owners	July 2017	Janine Evans (Director) Cassandra Way (Educator/Admin)
1.1.	- Updated NQS references - No other changes required	July 2018	Cassandra Way (Educator/Admin) Janine Evans (Director)
1.2.	No changes required	July 2019	Janine Evans (Director)
1.3.	COVID-19 cleaning in areas of high traffic has increased	July 2020	Janine Evans (Director)
1.4.	Updated again for COVID Delta strain	July 2021	Janine Evans (Director)
2.	- Cosmetic changes for new policy format - Added references to HubHello record and new fact sheets - Updated rationale wording	August 2022	Cassandra Way (Assistant Manager) Janine Evans (Managing Director)

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Version	Amendment(s)	Review Date	Updated By
2.1.	- Added more explicit references to trainee educators - Checked and fixed hotlinks - Fixed version numbering (Aug22 version previously 2.2)	August 2023	Cassandra Way (Assistant Manager)
2.2.	- Checked all hotlinks and references - No changes required	August 2024	Cassandra Way (Assistant Manager)
2.3.	- Added Standard Products Agreement to <i>Related Sweetpeas Documents</i> section - Added location of related documents in Sweetpeas Company Files - Added EYLF 2.0 to References - Renamed heading “Educators” to “Routines and Relationships” - Moved Educator, Student, and Family responsibilities to the <i>Responsibilities</i> section - Updated references and hotlinks - Minor changes for grammar and clarity.	August 2025	Cassandra Way (Assistant Manager)