

Children's Health & Safety

Nappy Change and Toileting Policy

Our Vision.

To give every child **the best start in life.**

Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

Our Values.

Care

We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued.

Quality

We maintain the highest standards in care and safety and provide exceptional early years education.

Service

We provide exceptional service and are integral to supporting parents bringing up children.

Value

We provide outstanding value for our families.



Nappy Change and Toileting Policy.

Busy Bees Early Learning Australia 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 develop strong relationships with children.

NATIONAL QUALITY STANDARDS (NQS)	
QUALITY AREA 2 – Children's Health and Safety	
2.1 - Health	2.1.1 - Wellbeing and Comfort
	2.1.2 - Health Practices and Procedures
2.2 - Safety	2.2.1 - Supervision
	2.2.2 - Incident and Emergency Management
	2.2.3 - Child Protection
QUALITY AREA 3 – Physical Environment	
3.1 - Design	3.1.1 - Design
	3.1.2 - Upkeep
QUALITY AREA 5 – Relationships with Children	
5.1 – Relationships between Educators and Children	5.1.1 – Positive Educator to Child Interactions
	5.1.2 – Dignity and Rights of the Child

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Part 6	Operating an Education and Care Service (Law – 167)
Part 4.3	Physical Environment (Reg - 103, 105, 106, 109, 112, 115)
Part 4.4	Staffing (Reg 120)
Part 4.5	Relationships with Children (Reg - 155, 156)
Part 4.7	Governance and Leadership (Reg - 168)

RELATED POLICIES	
Confidentiality and Privacy Policy Child Safe and Physical Environment Policy Health and Hygiene Policy	Infectious Disease and Immunisation Policy Respectful Relationships with Children

PURPOSE

Busy Bees Early Learning Australia will ensure that nappy change and toileting routines are used as an opportunity for one-on-one interactions. Busy Bees will provide adequate and appropriate hygienic facilities for nappy changing and toileting that are designed and maintained in a way that facilitates supervision of children, having regard to the need to maintain the rights and dignity of all children using the facilities. Children's needs will be met quickly in a caring and responsive way that build a sense of trust and security.

SCOPE

Children, Busy Bees Employees, Management, Visitors and Families

POLICY

Nappy changes and toileting routines will be incorporated into the daily routine, both at designated times and throughout the day to meet children's individual needs. Employees will communicate with Families to develop continuity between the Service and home regarding the child's nappy change and toileting practices and will be responsive to special requirements related to culture, religion, or privacy.

Toileting and nappy changes will be respectful, positive, and carried out at frequent intervals throughout the day, and on an as required basis. Supervision will be maintained while children are toileting, and no child will be left unattended on a nappy change table.

Nappy changing and toileting routines will be used as an opportunity for employees to conduct one-on-one interactions with babies, toddlers, and children, giving them undivided attention; build trusting and caring relationships; interact using verbal and non-verbal communication and respond to children's 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.

All employees will be responsible for carrying out nappy changes and supporting children who are toilet training across the Service. Employees will remember that the reaction to soiled or wet nappies, toileting needs and accidents give children powerful messages about themselves and their bodies. Busy Bees employees will respect each child and not make them feel uncomfortable for having an accident.

All educators will carry out nappy changing; however, at times if a student is required to carry out this as part of their practical requirements, they will be under the constant supervision of a qualified educator. Where possible, the infant/child's primary educator will change nappies for consistency and building trust.

Educators under the age of 18 will be directly supervised by an educator over the age of 18 at all times.

Our nappy change practices align with the guidelines outlined in the Staying Healthy – Preventing infectious diseases in early childhood education and care settings publication. Records will be kept for each nappy change that indicate the time and details of the change, and employees monitoring the progress of a child toilet training will also record details of toileting actions and attempts (I didn't see this is practice – consider if it is necessary).

There are three stages in the nappy changing procedure: preparation, changing and cleaning. As an employee is most likely to encounter germs during the changing stage, it is important to note that hands will be washed three times during the entire procedure: **before** starting, **after** changing the nappy, and again **after** cleaning the change table, and gloves will be worn for entire process.

Appropriate hygiene practices will be maintained, and children will be encouraged and supported to follow these practices. Handwashing and nappy change procedure posters will be displayed throughout the Service in a relevant place.

Toilet Training

Decisions about when to begin toilet training will be made by Families or may occur through shared decision making between the Family and Educator. 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 will be respected by Busy Bees employees.

The priority of the individual child's wellbeing is paramount, and the decision to begin assisting the child to learn to use the toilet will be based on signs of readiness from the child and discussion with Families.

Early signs of readiness may include:

- Showing interest in the toilet, including having an interest in others using 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
- Indicating a desire to sit on the toilet

Employees will keep the process subdued and not place unnecessary attention and pressure on the child to perform. Acknowledging children's successes, no matter how infrequent or small is vital for their self-esteem and confidence.

Families and employees can expect accidents, which will be treated respectfully, without fuss, and in a supportive manner. Employees and Families will communicate with each other regarding how the toilet learning is progressing, both in care and at home. This will support children to become more familiar and comfortable with the toilet training process.

Children will be given age appropriate opportunities to show agency by independently completing the toileting procedure, such as toileting, flushing the toilet, and washing and drying their hands, and will always be supervised and assisted if required.

During this milestone, children will be empowered and encouraged to be successful. Toilet training varies for individual children. Employees and Families will remember that comparing children is inappropriate as there will always be individual differences and variables.

Families will be required to supply several clean changes of clothing for children who are toilet training.

Soiled Clothing

Systems will be in place to ensure that soiled clothing and soiled nappies are stored in a location that children cannot access. Soiled items will not be placed in children's bags or left accessible in care environments. Soiled clothing/items will be placed in clearly named and suitable waterproof storage bags or containers to minimise the risk of cross-contamination. Families may provide waterproof bags for the use of their child only. Families will be required to take soiled items home daily to launder.

Where Families wish to provide a 'dry bucket,' with a sealed lid to secure soiled clothing or cloth nappies into, the Service will ensure that the bucket is utilised to store used nappies in without the use of individual nappy bags. The bucket may require to be stored externally to the room, in the most suitable location determined by the Service, to maintain safe and hygienic care environments. The bucket must be collected by the Family at the end of each day and taken home for laundering. Buckets, storage containers or bags must never contain water or liquids.

Topical (Nappy Rash) Cream

Busy Bees will provide general use Sudocrem Healing Cream that may be used to manage and soothe nappy rash. Sudocrem Healing Cream may be applied to an affected area to soothe and protect the skin. It will only be applied to children who have permission to administer Sudocrem Healing Cream recorded on their enrolment record.

Authorisation for the application of products other than Sudocrem to treat nappy rash, including prescription treatments or over the counter creams/ointments, must be provided by the Family as per the Administration of Medication Policy. The product must be clearly labelled with the child's name and instructions for use by a pharmacist. The supplied product will only be for the use of the named child and will be administered as per the product instructions for the recommended timeframe.

Nappy Change and Toileting Policy.

SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations \(Amended 2023\)](#)

[Education and Care Service National Law Act 2010 \(Amended 2023\)](#)

[Early Childhood Australia](#)

[Staying Healthy: 6th Edition Preventing infectious disease in childcare](#)

[Care for Kids](#)

[ACECQA - Toileting and Nappy Changing Principles and Practices](#)

VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replace all previous versions
2	01/07/2024	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	External consultant review
3	22/01/2025	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Service provided nappy cream inclusion

This document is uncontrolled when printed and may be varied, replaced, or terminated without notice.