



Nappy Changes and Potty Training Procedures

Nappies will be changed as and when needed and each child will be checked regularly. If a child is wet or soiled, they will be changed as soon as possible. All nappies will be checked before and after nap times.

If a child remains dry, all nappies will be changed every 3 hours as a minimum. Each nappy change will be recorded with information about whether it was wet, dry or soiled if any was cream used, the time and the staff member's initials.

When changing nappies, we will:

- Ensure the area is prepared with all necessary supplies before beginning the nappy change.
- Ensure the nappy can be changed in a private space, while other children are within sight and/or hearing at all times.
- Remove the nappy and place it into a nappy bag, clean the child's bottom and genitals wiping from front to back.
- Place used wipes in the nappy sack.
- Apply cream if required and permission has been given (provided by parents/ carers/the setting).
- Place a new nappy on the child.
- Help the child to wash their hands.
- Clean the changing mat using an antibacterial spray/wipes.
- Dispose of any waste in a suitable place, out of reach of children.
- Wash our hands.
- Record the nappy change.
- Staff members will ensure they are wearing an apron and gloves.
- Gloves will be removed immediately after the change is complete and disposed of after every nappy change, with a fresh set for each child.



Nappy Changing Resources we Require from Home

- Plenty of nappies for the session
- Wipes
- Nappy Cream for us to use if needed
- Spare clothes incase a nappy leaks

Potty Training Procedure

Starting to use a potty

Children all develop at different rates, so there is no set age that children should begin using a potty or toilet. Information about when and how to start toileting children can be found on the NHS website. We must follow the child's lead to help us determine whether or not it is the right time for them. Parents/carers must pick a suitable time to teach their child to use a potty or toilet. A child must be showing signs of readiness and this must be started at home first.

We ask that all parents/carers let us know before they begin to teach their child to use a potty or toilet so that we can plan a suitable time to support children with this process. It is a parent/carer's job to teach their child to use a potty or toilet initially. We will be here to support that process after the child has been trying for at least 4 days at home.

Children should be achieving success at home before they begin using a potty or toilet in our childcare setting. Children will be able to access the potty/toilet as needed but staff will ask children regularly if they need to go. Children will be fully supervised when using a potty or toilet and supported with undressing and redressing if necessary.

Older children will be allowed to use the potty or toilet alone, provided they can access it independently and hygienically. Children will be taught how to wipe themselves effectively from front to back but will be given support as necessary to ensure they are hygienically clean every time.



Resources Required from home

We ask that parents/carers provide plenty of spare clothes for their child, just in case they need to be changed multiple times during a session. Children may also need a supply of nappies or pull-ups when starting and to wear for nap times.

Assessing Progress

Parents/carers are given daily feedback about how their child is progressing with the potty or toilet. If it is felt that things aren't working how they should be, this will be discussed with parents/carers and a decision will be made about whether to continue or try again at a later date.

Children will inevitably have the odd accident as they get used to not wearing nappies. This is to be expected and all part of the process. However, if this is a regular occurrence, then it may be necessary to take a break and try again at a later date. If a child is experiencing difficulties with potty training, we will develop a collaborative plan with parents/carers to address any challenges.

It may be necessary to take a break and try again at another time if the care of the other children is compromised due to excessive accidents or if the child is becoming distressed.

Wet or Soiled Accident Procedure

If a wet or soiled accident occurs, this will be recorded with information about whether it was wet, dry or soiled, the time and staff member initials. Staff will respond calmly and help the child change into clean clothes.

When changing children's wet or soiled clothes, we will:

- Ensure the child's clothes can be changed in a private space, while other children are within sight and/or hearing at all times.
- Ensure the area is prepared with all necessary supplies before helping the child change into clean clothes.
- Remove the wet or soiled clothes and place them into a suitable bag.



- Clean the child's bottom and genitals, wiping from front to back (If able, they will be supported to do this themselves).
- Place used wipes in a separate nappy sack.
- Change the child into clean clothes (if able, they will be supported to do this themselves).
- Remove the apron and gloves. Place them and the used nappy sack into the bin
- Help the child wash their hands.
- Clean the changing mat or changing area using antibacterial spray/wipes.
- Dispose of any waste in a suitable place, out of reach of children.
- Wash our hands.
- Record the wet or soiled accident.
- Staff members will ensure they are wearing an apron and gloves.
- Gloves will be removed immediately after a change is complete and disposed of after every change, with a fresh set for each child.