

DENZIL DON KINDERGARTEN

NAPPY CHANGE AND TOILETING POLICY

Mandatory – Quality Area 2

PURPOSE

This policy will provide clear guidelines for safe, hygienic and positive nappy changing and toileting experiences for the children attending Denzil Don Kindergarten.

POLICY STATEMENT

1. VALUES

Denzil Don Kindergarten is committed to:

- ensuring that nappy change and toileting practices are safe and hygienic for children, staff and others attending the service
- making nappy changes and toilet training a positive experience for children
- following practices aimed at minimising the risk and spread of infectious diseases by ensuring nappy changing and toileting are conducted safely and efficiently whilst meeting the recommended guidelines and standards

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Denzil Don Kindergarten.

2. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this policy.

3. SOURCES AND RELATED POLICIES

Sources

- Toileting and nappy changing procedure at:
<https://www.acecqa.gov.au/sites/default/files/acecqa/files/QualityInformationSheets/QualityArea2/EffectiveToiletingandNappyChangingProcedure.pdf>
- Guide to the National Quality Standards at [acecqa.gov.au](http://www.acecqa.gov.au)
- 'Staying Healthy in Child Care (5th edition)' at:
<https://www.nhmrc.gov.au/sites/default/files/documents/attachments/ch55-staying-healthy.pdf>

Service policies

- *Child Safe Environment Policy*
- *Hygiene Policy*
- *Interactions with Children Policy*
- *Occupational Health and Safety Policy*
- *Supervision of Children Policy*

The Approved Provider is responsible for:

- providing adequate and appropriate hygienic facilities for nappy changing
- ensuring nappy change facilities are designed and located in a way that prevents unsupervised access by children

- ensuring that adult and child hand washing facilities are located within the nappy change area
- consulting the Building Code of Australia for requirements concerning nappy change benches
- ensuring that nappy change facilities are designed and maintained in a way that enables supervision of children at all times, whilst also maintaining the rights and dignity of the children
- ensuring nappy change and hand washing procedures are displayed and are current.

The Nominated Supervisor is responsible for:

- implementing policies, procedures and training for educators to ensure nappy change procedures support children's safety, protection, relationships and learning
- ensuring nappy change and hand washing procedures are displayed visually and in community languages, as appropriate, in the nappy change area.

Educators and other staff are responsible for:

- discussing children's individual needs professionally with families to ensure practices are reflective of the home environment and are culturally sensitive
- ensuring physical contact and direct supervision with children throughout the nappy change experience
- ensuring no child is ever left alone on a nappy change mat or bench
- ensuring nappy change and toileting supplies are stocked and readily accessible to ensure efficiency and the health and safety of each child
- assisting children to walk up steps to the nappy change bench to decrease monotonous movements by educators and to promote children's agency
- following service documentation requirements for nappy change and toileting
- supporting children to take an emerging responsibility in their own self-help routines.

Parents/guardians are responsible for:

- keeping educators informed of nappy changing and toileting practices and changes at home.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk.

ATTACHMENTS

- Attachment 1: Nappy change and toileting procedure

AUTHORISATIONS

This policy was adopted by the Approved Provider of Denzil Don Kindergarten on 12 March 2020

REVIEW DATE: 12 MARCH 2022

ATTACHMENT 1

NAPPY CHANGE AND TOILETING PROCEDURE

Supervision	<p>Effective supervision will be maintained at all times by:</p> <ul style="list-style-type: none"> • maintaining physical contact with the child during the nappy change process and ensuring no child is left alone on the nappy change bench • ensuring nappy change and toilet areas are stocked with necessary items at all times ensuring efficiency and therefore the health and safety of the child • assisting the child to get onto the nappy change using the steps as independently as possible to reduce repetitive movements by staff and to promote children's agency.
Nappy change procedure	<p>Effective nappy change hygiene will be maintained by following the 'Staying Healthy in Child Care (5th edition)' practices as follows:</p> <ol style="list-style-type: none"> 1. Wash hands 2. Place liner on the nappy change mat 3. Put disposable gloves on both hands 4. Remove the child's nappy and clean their bottom 5. Place a clean nappy on the child 6. Remove gloves by peeling them back from the wrist and turning inside out 7. Put gloves in the nappy bin 8. Dress the child 9. Put soiled nappy in a nappy bag and put in a hands-free lidded bin. Place any soiled clothes in a plastic bag 10. Assist the child to get down from change table using the change table steps 11. Remove the liner and put it in the nappy bin 12. Wash and dry your hands, and the child's hands 13. Clean nappy change mat with detergent and warm water, rinse and dry 14. Wash your hands.
Stand up nappy change procedure	<ol style="list-style-type: none"> 1. Wash hands 2. Put on gloves 3. Encourage child to pull down pants, assisting if required. Remove nappy / pull-ups and place in nappy bag 4. Put soiled nappy in a nappy bag and put in a hands-free lidded bin 5. Encourage child to wipe themselves with assistance as required 6. Place any soiled clothes in a plastic bag 7. Place clean nappy / pull-ups on the child, encouraging them to dress themselves (assisting if needed) 8. Remove gloves, peeling them back from the wrist and turning inside out 9. Put the gloves in the nappy bin 10. Wash and dry your hands, and the child's hands.
Assisting children who are toileting	<p>In response to the needs of toileting children staff will:</p> <ul style="list-style-type: none"> • ensure accidents are treated with sensitivity, and each child is supported while maintaining their dignity during the changing process • encourage children to wipe themselves with assistance from a staff member wearing gloves • guide children to follow the process of wiping front to back, flushing the toilet, washing and drying hands • clean the toilet area, including toilet seats, according to the bathroom roster • monitor the bathroom area to ensure supervision is maintained at all times.

Additional strategies	<ul style="list-style-type: none">• nappy change bins will have a 'hands-free' lid. Nappy bins will be located out of children's reach and 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• nappy change mats and areas will be cleaned after each use• nappy change and hand washing procedures will be displayed visually as appropriate in the nappy change area.
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