



## POLICY AND PROCEDURE

Document Name:	Stand Up Nappy Changing
Review Dates:	November 2021; March 2025
Review Cycle:	3 yearly
Approved By:	Director
Approval Date:	01.04.03.2025

## STAND UP NAPPY CHANGING

### 1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care is committed to ensuring nappy changing and toileting procedures are reflective of health, hygiene and safety requirements in accordance with current legislation. This procedure applies to children who are transitioning from using nappies to using a toilet and to children with additional needs who may use incontinence aides. As children become cognitively and physically mature, so too should nappy changing procedures. The purpose of utilising a standing nappy change procedure will enable the child to be more involved in the toileting process and promote a sense of independence as they enter the transition phase. This Policy and Procedure will be implemented in addition to the *Toileting and Nappy Change Policy and Procedure*.

### 2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Early Learning services.

### 3. PROCEDURE

**The standing nappy changing procedure will:**

- Respect the dignity of the child while ensuring that their personal hygiene needs are attended to.
- Incorporate their physical motor coordination while promoting a gradual increase towards independent toileting.
- Provide a more stimulating experience as they can observe and participate in correct toileting procedures.
- Offer a smoother transition from using a change table to using the toilet while building relevant and realistic connections.
- Promote ownership of their bodies and decision making about comfortable toileting procedures.
- Educators will support each child in their toilet transition efforts and provide a positive learning experience.
- Educators may need to modify the bottom wiping strategy with each child to ensure that each child is comfortable during the changing.
- Educators will need to remain vigilant and identify any soiled nappies (or incontinence aides) as they happen. It is easier to change when the bowel motion has just occurred.

- Educators and families are encouraged to work together to assist the child in toileting progress. It is hoped that parents/carers will assist in the child's toileting efforts by utilising their own version of the standing up method at home.
- Time, attention and patience on a daily basis to help the child in their toileting goals.

**The Standing Nappy Change procedure will be performed by Educators as outlined below (with modifications depending on the child's stage of development):**

- Explain to the child what needs to happen. Walk the child into the bathroom.
- Wash hands and put on gloves. Follow normal educator hygiene procedures for changing a nappy.
- Have all the necessary items ready (nappy, wipes, disposable bag for soiled nappy).
- Encourage the child to pull down their pants or ask the child to hold onto a stable surface while you remove pants.
- If clothing is wet or soiled, follow the procedure for soiled clothing:
  - a) Soiled items are to be stored in a sealed bag/container. The bag/container will be named and stored away from children.
  - b) A note or mark placed beside the child's name on the parent sign in/out area to inform them that they need to speak to an Educator.
  - c) The soiled item should be given to the parent.
  - d) If parents do not collect soiled items within 48 hours, the container containing the garments should be disposed of.
- Remove pull-up nappy by breaking sides and lowering it enough to stop touching the child. As you remove the nappy (using the dry front part of the nappy) gently wipe it backwards to remove and capture any loose faecal matter.
- Place nappies into the bin.
- Give the child an opportunity to try going to the toilet by asking them to sit on the toilet and do more. Encourage the child to try wiping their own bottom first.
- The child needs to be holding onto a stable surface (such as the wall or sink) to help balance and get into a comfortable position for an Educator to wipe their bottom.
- Communicate with the child what is going to happen and request the child assist with the process. This will help ensure all faecal matter is removed.
- At first, educators and children will need to establish the most effective method in reaching hidden faecal matter. Some strategies are:
  - a) Gently bending forward
  - b) Slight squat
  - c) Raising one leg
- Once the majority of the matter is removed, offer the child a wet wipe to clean their bottom.
- Roll up all the nappy change items into paper and place into the bin.
- Remove gloves by peeling them off inside out and place in the bin.
- Dress the child in a clean pull-up nappy and encourage them to help with getting dressed.
- Child and Educator must wash and dry their hands.
- Child can return to play.
- Educator to clean the area as required.

## Children with additional needs in OSHC

Children with additional needs in OSHC may require the use of incontinence aides. Educators may assist children with the changing of their soiled or wet. There should always be two Educators present in this situation.

## 4. BREACHES OF THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

## 5. ENQUIRIES

Catholic Early Learning and Care Executive Director - [admin@cclc.catholic.org.au](mailto:admin@cclc.catholic.org.au)

## 6. SEE ALSO

- Education and Care Services National Regulations
- Education and Care Services National Law Act
- The National Quality Standard for Early Childhood Education and Care
- Toileting and Nappy Changing Policy and Procedure
- Staying Healthy in Childcare 6<sup>th</sup> Edition 2024

## 7. APPROVAL



Alison Forster, Director  
Catholic Early Learning and Care

Date: 01/04/2025