



## Policy and Procedure

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| Document Name: | Toileting & Nappy Change    |
| Review Dates:  | January 2020, November 2024 |
| Review Cycle:  | 3 yearly                    |
| Approved By:   | Director                    |
| Approval Date: | 1 April 2025                |

# Toileting & Nappy Changing

## 1. Policy Statement/Purpose

Catholic Early Learning and Care is committed to ensuring nappy changing & toileting procedures are reflective of health, hygiene and safety requirements in accordance with current legislation. Toileting and nappy changing routines consider each individual child’s needs, comfort and ability, where interactions are positive and responsive. Hygiene and safety requirements are a priority in implementing toileting procedures and assisting children take responsibility for emerging self-help and basic health routines.

## 2. Application

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

## 3. Procedure

### Maintaining Respectful and Effective Toileting Procedures:

#### Educators will:

- monitor and supervise children’s safety during toileting procedures at all times; acknowledging and respecting their right to privacy and helping in an age-appropriate manner.
- encourage children to practise simple hygiene practices
- ensure that all children will always have access to toilets.
- take into consideration each child’s individual emotional and physical needs including cultural expectations and needs.
- be sensitive to children’s rights to dignity and privacy
- ensure children’s learning and development is documented and planned around routines.
- interact with children using verbal and nonverbal communication
- manage toileting accidents in a positive way, always encouraging children’s efforts to develop independence and praising children for attempts and achievements.
- regularly check the bathroom to ensure that there is sufficient toilet paper, soap and paper towels.
- maintain safe storage of cleaning products.
- discuss bathroom rules within the program and in consultation with the children, develop bathroom rules on a poster for the bathroom.
- display information on correct toileting and hand washing procedures
- develop a site-specific procedure which may include the use of walkie talkie radios, ‘Buddy System’ or toilet access cards (OSHC).

- foster an environment that is inclusive, promotes competence and maintains hygiene and safety.
- monitor the location of toilets and showers using a variety of strategies.
- provide support for children with additional needs.
- report cases of cross-infection to the Nominated Supervisor which may relate to ineffective toileting/nappy changing procedures.

### **Toileting Procedures in a Public Place:**

#### **Educators will:**

- check toilets prior to children utilising them
- escort children to the toilet (site specific - as per risk assessment)
- establish a 'Buddy system'
- adopt a listening strategy while children use the toilet

### **Toileting Accidents:**

#### **Educators will:**

- talk positively to child about toileting and provide support
- place soiled clothing in a soiled items container or sealed plastic bag

#### **Early Learning only:**

- guide the child to the bathroom and put on gloves.
- clean the child's bottom with wet wipes or assist where necessary.
- remove gloves and wash hands.
- encourage the child to wash their hands, providing assistance where necessary.
- dress the child in clean clothing, encouraging self-help skills, but assisting where necessary.
- return the child to play/activity.

#### **Management:**

#### **Nominated Supervisors will:**

- record and monitor cases of cross-infection that may relate to ineffective nappy changing and toileting procedures in the 'Hazard Register'
- implement and record strategies to improve practices, the date of these changes and the reasons for them.

## **EARLY LEARNING**

### **Maintaining Respectful and Effective Nappy Changing and Toileting Procedures**

Effective nappy changing and toileting procedures help build children's understanding of their body functions and to take responsibility for self-help and basic health needs. Consistency between home and the service is fostered to make toilet training easier for children.

#### **Educators will:**

- consult with parents/carers about toilet training readiness and implement routines consistent with home practices and cultural expectations.
- adhere to the correct nappy changing procedure when changing children's nappies as displayed near the nappy changing area.
- ensure nappy changing is an occasion for playful interaction e.g.: singing songs, rhymes or talking with the children.
- ensure clothing is always worn over nappies to further reduce the risk of spreading infectious disease.
- changing babies' nappies regularly is important, as urine combined with the bacteria in faeces can cause sore skin and lead to nappy rash. Nappies should be changed before or after every feed, with nappies checked hourly and changed at least every two hours.

- ensure that a child on a change table is supervised, with everything organised on the surrounding bench or shelf prior to commencing the nappy change routine.
- ensure adequate supervision by keeping one hand on the child during the changing process.
- display information on correct nappy changing.
- establish and display the nappy changing time schedule.
- record each nappy change - dry, wet or soiled.
- ensure consistency in practice and communication between educators.
- complete the nappy change training and induction

### **Parents /Guardians will assist with the following:**

#### **For children in nappies:**

- Arrive early to the Centre to change the child's nappy on arrival –this enables the parent and child to begin the day relaxed and commence the separation cycle. Educators use the morning nappy change time to welcome parents/guardians and the child.
- Make educators aware of any nappy rash or discomfort, where necessary provide nappy rash cream individually labelled for their child with a pharmaceutical label.

#### **Toileting:**

- Provide information to educators on their child's toileting experiences and stages of development.
- Be aware of the signs of a child's toileting readiness and work with educators to foster independence.

### **Signs of a child's toilet learning readiness:**

- Ability to walk to the toilet;
- Stability while sitting on the toilet;
- Receptive language skills allowing the child to follow simple (one- and two-step) commands;
- Expressive language skills permit the child to communicate the need to use the toilet with words or reproducible gestures;
- Desire for independence, and control of bladder and bowel function;
- The ability to pull training pants up and down;
- Staying dry for longer periods (> 2 hours) during the day and waking up dry from day time sleeps;
- Indicating with words or actions that they require the toilet.
- Becoming uncomfortable in wet or soiled nappies and being able to indicate this;
- Expressing curiosity in watching others go to the toilet.

#### **Soiled Items:**

- Soiled items are to be stored in a sealed bag / container. The bag / container will be named and stored away from children.
- 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.
- The soiled item should be given to the parent.
- If parents do not collect soiled items within 48 hours the container containing the garments should be disposed of.

## **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 Director - [admin@cclc.catholic.org.au](mailto:admin@cclc.catholic.org.au)

## 6. See also

### Legislation

- Education and Care Services National regulations 2011
- Regulation 112,
- Education and Care Services National Law Act 2010
- The National Quality Standards for Education and Care Services 2009
- Staying Healthy in Childcare 6<sup>th</sup> Edition 2024

## 7. Approval



Alison Forster, Director  
Catholic Early Learning and Care

**Date: 01/04/2025**