



Nappy Changing and Toilet Training Policy and Procedure

Ysgol Y Foel Out of School Club welcomes all children regardless of their progress in toilet training. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time.

This policy is linked to our Health and Hygiene Policy, Safeguarding Policy and Medicines Policy.

Parents are asked to provide enough nappies, creams and wipes for each session that their child attends. These are kept in the children's bags and are within easy reach of our nappy changing area.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults. All children are free to go to the toilet at any time during the session and are asked by staff if they wish to go during the session as a reminder. Adult help and supervision is offered if the child needs it. Staff will be working with parents towards training children when they are ready.

Nappies are checked at 2 hour intervals and are changed throughout the sessions as required.

In order to ensure high standards of care and safety, the following guidelines must be followed by our staff:

- Only staff with a suitable Disclosure and Barring Service (DBS) clearance will be allowed to change or toilet-train children.
- All staff will inform another member of staff in the setting prior to taking a child to be changed or use the toilet.
- The changing area is warm and safe.

- Gloves and aprons are put on before each change and the area prepared. **Gloves must be worn at all times when changing nappies, dealing with toileting accidents, clearing up vomit or dealing with blood. This is for staff's own protection as well as for the children's.**
- All staff are familiar with the Hygiene Procedures and carry these out when changing nappies.
- Young children are encouraged to take an interest in using the toilet.
- Children are encouraged to wash their hands with soap and water and to use either the hand-dryer or paper towels to dry afterwards.
- Staff are gentle when changing, they avoid negative facial expressions or making negative comments about "nappy contents".
- Nappies or pull-ups are disposed of in a tied nappy bag which is placed into the nappy bin which is located in the disabled toilet. This is changed daily by the school caretaker.
- If young children are left in wet or soiled nappies/clothes whilst in the setting, this may constitute neglect and will be a disciplinary matter. We have a Duty of Care towards children's personal needs.

Nappy Changing Procedure

At Ysgol Y Foel Out of School Club we follow the Nappy Changing Procedure below:

- Staff will first inform another member of staff that they are intending to change a nappy so they second member of staff can monitor.
- Staff will access the child's bag to ensure they have everything to hand when changing the child.
- Gather all the necessary items needed for example, nappy, wipes, nappy bag and cream if necessary (cream to be applied with prior permission from parents/carers).
- Wash and dry hands.
- Put on disposal gloves and apron. Ensure to use a new set of gloves and apron for each nappy change.

- Check child's age and use either: (1) changing unit on the wall if child is under 18 months; or (2) changing mat on the floor (all toilet floors are mopped daily). Place child on either changing unit or mat.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy bag.
- If the child's clothes are soiled, staff will bag them separately and send them home.
- Using the wet wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy bag and place to the side ready to move to the nappy disposal bin.
- Apply cream if necessary (see above) and put a clean nappy on.
- Take off gloves and apron and place them in the nappy disposal bin.
- Dress the child.
- Help the child to wash their hands using soap and water and dry with paper towels or the hand dryer.
- Let the child return to the room and join the other children.
- Return to the nappy changing area and use an anti-bacterial spray and paper towels to clean the changing mat and surrounding area and underneath the mat before leaving to dry and then wash and dry hands.
- **Record nappy change details in the Nappy Change Book.**

Toilet Training Procedure

At Ysgol Y Foel Out of School Club we follow the Toilet Training Procedure below:

- We always make sure we have everything we need before starting.
- We always wear disposable gloves and aprons when supervising toilet-training and we are aware of the child's independence skills.
- We will talk with the child if appropriate and respect the child's dignity and modesty.

- Flush contents down the toilet and encourage the children to independently flush the toilet.
- Always discard the disposable gloves and apron in the nappy bins when finished.
- Always wash hands using the anti-bacterial soap provided and encourage the child to wash their hands with soap and water so that good hygiene practices are started.

This Nappy Changing and Toilet Training Policy and Procedure was passed for use in Ysgol Y Foel Out of School Club	
On: July 8 th 2025	
By: Mrs. Amanda Walker Mrs. Caroline Conway Miss Brid O'Connell	Position: Ysgol Y Foel Out of School Club Committee
Date of planned review: November 2026	