

# **Chandlers Chatters Preschool Playgroup**

## **Toileting and Nappy Changing Policy and Procedure**

### **Statement of Intent – Toileting**

We aim to promote independent toileting for all children who are ready to do so.

### **Our procedures for toileting are:**

Children will be encouraged to ask a member of staff if they need to use the toilet. Staff will be on hand to support children with their toileting needs only if a child asks for help. Staff will also monitor hand washing, and give help if require, until such time we feel that individuals are able to manage the whole process by themselves. As the toilets are outside the playroom and outside of sight of staff, whichever member of staff gives a child permission to leave the room to use the toilets will be responsible for ensuring the child completes their toileting needs and returns to the playroom safely.

### **Statement of Intent – Nappy Changing**

It is our aim to ensure that children are kept clean and comfortable by being changed and checked regularly. Parents will be asked to ensure that their child's nappy has been newly changed before arriving at playgroup and ensure staff are aware of any practice's parents use when changing their child. Parents are asked to provide disposable nappies and wipes, a change of clothes suitable for their child's needs and placed in a bag with their child's name on it. Spare resources will also be available. If for any reason a child will not let the keyworker change them, they will notify the parent by phone and the parent will be given the option to come back and change them. Once the parent returns to the setting the Nappy changing list must be signed by the parent.

### **Our nappy changing procedure is:**

- Soiled nappies will be changed immediately.
- Gloves and aprons, to be used by staff members.
- One member of staff will undertake to change a child's nappy daily. The member of staff changing the nappy will notify staff that they have left the room.
- A second member of staff will be called to assist with the nappy changing process if they need additional support with soiled nappies.
- Once the child is changed and comfortable, he/she will wash their hands with a member of staff and be returned to the playroom.
- Staff will then wash their hands thoroughly.

Reviewed November 2025 next review as required