

# Litton Church of England Primary School



## Toilet and Nappy Changing Policy

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Date Approved:  
Approved by:  
Version: 1

Signed:

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Review date	By whom	Summary of changes made	Date implemented
18.07.2025	C.Hicks and staff	New Policy	01.09.2025

## **Toileting and Nappy Changing Policy & Procedures for Litton Explorer Forest School Nursery**

Children will regularly be asked if they require the toilet and will be taken by an adult to the toilet. Another adult will be in sight or sound. All nappy wearing children will be changed at our changing station and nappies will be disposed of safely. We will provide nappies and wipes for children unless parents have particular brands they wish to provide.

### **In Forest / School Woodland Setting**

The toilet is set up within a toilet tent. There is a waste collecting bag within the toilet.

There is a dedicated “toilet box” carried to the site each day. This contains toilet roll, hand sanitizer gel, waste disposal bags, hazardous waste bags, bio-degradable antibacterial wipes and hand soap.

Toilet is lined with a yellow hazardous waste bag. Sawdust and toilet paper is used after all toileting activities and disposed of in the toilet. At the end of the day the bag is sealed and transported to the staff toilet separate from the children. Staff will instruct children about hand hygiene after toileting and be vigilant about its practice by children in the toileting area.

One toilet tent will be provided for every 10 children. There will always be a spare toilet tent available for immediate erection in the event of an accident or breakage. Staff toilet facilities are available on site. Where they are not staff will use nearby facilities. Staff are not permitted to *wild wee* in the woodland.

### **Toileting Procedure for Toilet Trained Children:**

1. Children are accompanied to the toilet by a practitioner, who ensures sawdust, paper and toilet paper are on hand.
2. Child uses the toilet (in the forest, ensure all waste is captured in the dedicated waste bag);  
  
(H&S issue: be aware of the potential for back damage when assisting a child in toileting)
3. We encourage the child to wipe their own bottom; If required, practitioners assist the child using gloves and a wet wipe to ensure the child is cleaned thoroughly.
4. Toilet paper into the toilet. Waste to be covered with sawdust, toilet wiped with antibacterial wipe and toilet lid to be placed over the toilet.
5. Staff and children clean hands with warm water and soap (usual taps within indoor setting, water dispenser with basin in Forest setting);

6. In the forest/woodland setting: At the end of the day the bag containing all of the collected waste is secured and transferred without children accompanying to our PHS (Cathedral Services) maintained bins within our registered premises.

#### **Hand Washing Procedure in the Woodland:**

- Hand washing after toilet use is only to occur at the dedicated toilet use and nappy changing hand washing station. This is located near to the toilet tent, and is separate from the washing station used before food handling.
- The water temperature is to be maintained as close as possible to body temperature. This is done by regular monitoring of the water and “topping up” with freshly boiled water carried to the site in a thermos.
- Hands are to be washed using the tap connected to the water dispenser. The child will be assisted to apply handwash, working the hand wash all over the front and back of the hands and between the fingers into a good lather.
- The washing shall occur at an elevated hand washing station under shelter.
- Children will dry their hands using paper towels or washable hand towels. This will be located adjacent (within reaching distance) of the water dispenser. This waste towel is then disposed of in the WHITE or BLACK hazardous waste bag.

#### **Changing procedure in event of accidents**

- Allow child access to toilet tent
- Assist if necessary
- Use warm water, soap, and antibacterial wipes to clean up any mess.
- If in Forest setting, use the tent to change into clean, dry clothes.

#### **Nappy (Pull-Ups) Changing**

- No child is excluded from participating in our nursery who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.
- We provide nappy changing facilities and exercise good hygiene practices both in the indoor setting and in the forest setting in order to accommodate children who are not yet toilet trained.
- We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.
- These procedures are written in line with current guidance EYFS. The nursery staff is responsible for ensuring all staff understand and follow these procedures.

### **Nappy (Pull-Ups) Changing in the Forest / Woodland**

There is a dedicated nappy changing station in the nappy tent on site.

- The nappy changing tent will be positioned so that the practitioner changing the nappy is always within sight and sound of another staff member. If the nappy changing tent cannot be positioned in a way that provides privacy and dignity for the child, then two practitioners must be present at all times.
- The nappy changing station is elevated off the ground where possible.
- The nappy changing mat is disinfected between each use. Antibacterial spray and antibacterial wipes are both provided for this purpose.
- There is a dedicated box which contains everything that is required for nappy changing. This contains nappies, wet wipes, nappy bags, gloves, aprons and antibacterial hand gel.
- Used nappies are to be disposed of in the WHITE hazardous waste bag on site. This is kept in an out of reach location and transferred from the site separate from the other nursery items. All other waste is disposed of in BLACK bin bags.

### **Nappy (Pull-Ups) Changing Procedure**

- Child is lifted on to the changing station, using appropriate manual handling procedures.
- Practitioner puts on clean disposable gloves
- The child's soiled pull-up is removed and placed in a nappy bag.
- The child is cleaned thoroughly using a wet wipe.
- The practitioner removes their gloves, peeling them inside out from the wrist and placing them in the soiled nappy bag.
- A clean nappy is put on the child, before they are lifted off the change mat and dressed.
- The nappy change mat is cleaned with antibacterial spray and wipes, and the soiled nappy bag placed in the appropriate waste bin.
- The child is supported to wash their hands thoroughly with soap.
- The practitioner washes their hands thoroughly with soap.

### **General Nappy (Pull-Ups) Changing procedures for Carers**

- A rotating daily nappy-change roster is created for practitioners.
- Changing areas have safe areas to lay children;
- If necessary, child can have their own basket with their nappies or pull ups, creams and changing wipes for those children with allergies;
- Gloves and aprons are put on by staff before changing starts and the areas are prepared. The area is cleaned with anti-bacterial spray before and after each change;
- All staff are familiar with the hygiene procedures and carry these out when changing nappies;
- All staff are gentle when changing; they avoid pulling faces and making negative comments about nappy contents.

- All staff do not make inappropriate comments about children's genitals when changing their nappies;
- Nappies and pull ups are disposed of hygienically. All nappies or pull ups are bagged and put in appropriate PHS bins, or the WHITE hazardous waste bag for later transport from the forest site. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent / carer to take home;
- In addition, all staff ensure that nappy changing is relaxed and a time to promote independence in young children.

### **Children Involvement**

- Children are encouraged to take an interest in using the toilet.
- Children are supported to wash their hands, and have soap and paper towels to hand. They should be allowed time for some play as they explore the water and the soap;
- Older children access the toilet when they have the need to and are encouraged to be independent.

### **Please note:**

- Children should never be left alone on the changing station.
- Children need to be seated on the changing station at all times.
- Staff must ensure that they have at least one hand on the child at all times