



As a church school, our vision is for each child to have a love of learning, hope, confidence, wisdom and respect for all.

Life in all its fullness John 10:10

Nappy Changing and Toileting Policy and Procedure

Introduction

Helperbees Preschool recognises that children will come to the setting in varying stages of development in regard to toileting. At whichever stage of development, children will be welcomed into the setting, and we will work with parents to meet their individual toileting needs. This policy is linked to health and safety, hygiene, inclusion, safeguarding and medicines policies.

Aims

The aim of this policy is to outline the nappy and toilet changing procedures in Helperbees.

Nappy changing

Staff will ensure that children are kept clean and comfortable at all times. Children will be checked and changed whenever needed. In addition, routine checks will be done on nappies at:

- 10:30am
- 11.45am for any child leaving Helperbees after lunch,
- 12.30pm
- 3.00pm
- 5pm for children staying for the afterschool session

If parents arrive before 5pm, staff will always offer to change the child before they leave the setting.

Children are treated with dignity and respect during nappy changes, ensuring these times take place in our designated, toilet area. We work with families at settling in to understand the child's nappy changing needs.

Helperbees provide nappies, wipes and barrier cream but if parents have specific products that they would like to use, they may provide these in their child's bag each day.



Nappy Changing Procedure

Our nappy changing procedure is as follows:

- The child/toddler will wait safely while staff wash their hands
- Staff MUST wear disposable gloves & apron
- Preschooler to use changing station steps (under adult supervision) to get on the changing table
- Wet/soiled nappy removed
- Baby/child cleaned from front to back and barrier cream may be applied (permission for barrier cream will be sought from parents at the start of their time in Helperbees)
- Clean nappy is placed on child
- Wet/soiled nappies and all cleaning materials will be bagged and disposed of in the nappy bin.
- Staff to remove gloves and apron which must be disposed of immediately by placing in a rubbish bin.
- Staff clean mat with disinfectant spray and wipe down with paper towels
- Staff to complete Intimate Record with details about bruises, rashes and changes in skin (see appendix 1). Parents to be notified about changes at collection and Headteacher informed of any concerns.

Toileting

We promote independent toileting for all children as they progress through this developmental stage. All children are free to go to the toilet at any time during the session with adult help or supervision if needed. Staff will also ensure other staff members are aware they are helping a child at the toilet as part of safeguarding arrangements. Staff will work with parents to help train children when they are ready and have started this at home

Only Helperbees staff will be permitted in the toilet at any point.

If a child has a toileting accident, staff will support children to change their clothes, whilst also ensuring they are clean. Toileting accidents are logged on an Intimate Care Record, clothes are bagged and parents are notified on collection.

Toileting Support procedure:

- Children are encouraged to ask a staff member if they need to use the toilet.
- Staff must always wear disposable gloves and apron provided when supervising toilet training use,
- Be aware of child's independence skills. Staff will support with wiping where necessary.
- Talk with child if appropriate, respect child's dignity and modesty.



- Flush contents down the toilet
- Always discard the disposable gloves and apron in the nappy bins when finished.
- Always wash your hands and supervise the child washing their hands so that good hygiene practices are started.

Toilet Area Cleaning Programme

Toilet cleaning will be undertaken by staff 3 times per day at:

- 10.30am
- 12.30pm
- 3pm
- 6pm (NY cleaning team)

Toilet Cleaning Procedure:

1. Wash hand basins, taps, soap dispenser & paper towel dispensers with D10 and a clean cloth. Check stock of paper towel & accessible toilet roll.
2. Wash both sides of toilet seat, door handles / cubicle locks with D10 and a paper towel.
3. Potties emptied, cleaned with warm water then sprayed with Dettol antibacterial surface cleanser immediately after each use.

Change mat and area including steps cleaned with Dettol antibacterial surface cleanser spray and paper towel after each use. Ensure steps are secured back into position after cleaning

Staff will initial the sheet in the bathroom area to confirm that this procedure has been completed.

Reviewed/Monitored by: Full Governing Body

Date adopted: October 2025

Next review: October 2028

Review Cycle: 3 yearly



Appendix 1

Helperbees Preschool



Sheet No:

Intimate Care Record

Name: _____

Days of attendance:

After School Days:

Date toilet training commenced:

Nappy Change Times:

10:30

11:45 If leaving at lunch

12:30

15:00

17:00 if at BASE