

# Policy Document

Policy Area: Toileting and Pull up changing policy

Date: February 2016

Review: September 2017

Reviewed by: Esma Izzidien

Next Review: September 2018

## Statement:

Only staff who hold an Enhanced DBS are to change pull-ups or to assist children in their toileting. Under no circumstances are volunteers, students or helpers to assist children with toileting.

The following procedure should be followed:

- Only one child at a time is to have their pull-up changed, unless in an emergency.
- Staff should collect the appropriate child's white drawstring bag from their peg which contains their change of clothes, pull-ups and wipes.
- Invite the child to have their pull-up changed.
- NEVER LEAVE CHILDREN UNATTENDED IN THE CHANGING AREA.
- All staff must wear the disposable gloves and apron provided.
- Only wipes supplied by the parent/carer may be used, unless the child does not have their own wipes.
- Children should be encouraged to participate in their own changing by:  
encouraging the child to pull up and down their own clothing;  
by changing the child whilst they are standing up.  
(New children, or children with additional needs may struggle to be changed standing up and in these situations a mat is available to change children. Staff should continue to try and encourage children to be changed standing up periodically if they are able to)
- All children must wash their hands after being changed or using the potty/ toilet.
- All gloves and aprons must be disposed of after changing each child and staff must wash their hands.
- All pull-ups should be placed in a nappy bag and are to be disposed of in the nappy bin. The bin will be emptied daily, at the end of each session.
- Staff must complete the Changing Record sheet for each child.
- When a child wants to use the potty, the child can use these within the toilet area.
- After use the potty is emptied, washed and cleaned with Milton spray and wiped with a disposable tissue.
- Children are supervised in hand washing and drying.
- Remind parents/carers when pull-up levels and wipes are low.

Children who are toilet trained are encouraged to use the toilet independently. A member of staff should check that they have flushed the toilet and have washed their hands.

In the event of a child having an 'accident' they will be reassured if upset and offered help to change into dry clothing. Their wet clothes will be placed in a labelled bag (tied) and placed in the wet accident clothing bin. Soiled clothing will be bagged, labelled and tied and placed in the soiled clothing bin

