

Nappy Change and Toileting Procedure

1. Purpose

My Place Family Day Care (FDC) is committed to ensuring that the safety, dignity and rights of children are paramount. Service procedures and practices ensure that children experience toileting and nappy changing in a hygienic environment that supports their health and wellbeing and promotes learning and capacity building.

The purpose of this Procedure is to:

- Provide guidance on nappy change and toileting expectations within My Place FDC.
- Ensure the provision of a safe and clean environment.
- Encourage positive and meaningful interactions between children and Educators.

2. Scope

This policy applies to My Place FDC Educators, Educator Assistants, staff, parents/guardians and children in care.

3. Definitions

Approved Provider: Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

Service: My Place Family Day Care, whose Approved Provider is Inala Community House.

Parent/Guardian: The person responsible for the payment of fees and who is paid the Child Care Subsidy. Referred to as the Parent/s. PLEASE NOTE: this does not include a parent who is prohibited from having contact with the child by an order of a court, tribunal or department responsible for Child Safety.

Educator: A suitably qualified person who is registered with the service.

Adequate supervision: Entails all children (individuals and groups) in all areas of the Educator's residence, being in direct sight and/or hearing of an Educator at all times including during toileting, sleep, rest and transition routines.

4. Procedure

4.1 Penalties

Under the Education and Care Services National Law and Regulations, penalties may apply to Approved Providers and/or FDC Educators in relation to:

- Assessments, including risk assessments of each FDC residence or venue being conducted prior to education and care being provided, and in particular, the suitability of nappy change arrangements for children attending, or likely to attend, the service at the residence or venue, who wear nappies (regulation 116 (2)(c))

- A record of assessments undertaken being available for inspection by an authorised officer (section 175),
- The record of assessments undertaken is accurate (regulation 177)
- Offense to inadequately supervise children (s.165 of the Law).

Penalties for breaching these regulatory requirements may be as high as \$57,400.

4.2 Rights and Dignity of the Child

To ensure consideration is given to protective behaviours when undertaking nappy change and toileting, Educators and/or Educational Assistants will:

- Demonstrate respect for each child's dignity and need for privacy during nappy changing and toileting by ensuring others are not looking on
- As an Educator, ask the child for permission to change their nappy
- Show respect to the child they are assisting by explaining what they are doing and how they will do it
- Ensure other members of the educator's household or any other adult do not change the nappy of a child in care or assist with toileting.

4.3 Nappy Changing

The Service promotes the management and safe disposal of body fluids to reduce the potential risk to children, Educators and families. Efficient changing and disposal of soiled nappies and safe toileting and toilet training methods significantly reduces the risk and the spread of diseases transmitted by faeces and body fluids. Staff and Educators will implement person protective behaviours, safe cleaning practices and dispose of bodily fluids in a safe manner.

Where there are children in care that wear nappies (including 'pull-ups'), the Educator will provide:

- A stable surface for changing nappies.
- Handwashing facilities for adults and children in the immediate vicinity of the nappy changing area.
- Sanitary facilities for the storage of soiled nappies pending laundering or disposal of the nappies.
- Adequate facilities for laundering soiled clothing or otherwise hygienically dealing with the waste.
- Facilities for the storage of clean nappies.

Educators have an area specifically set up for changing nappies with all the recommended supplies within reach and are encouraged to consult with parents on any nappy change information that may be of a concern. Educators are encouraged to change nappies frequently to ensure children's health, hygiene and comfort are maintained.

In preparing to change a nappy, the following procedures must be followed:

- Hands to be washed thoroughly
- Paper to be placed on the change table
- Disposable gloves to be worn on both hands.

Educators and members of the Coordination Team are required to wear gloves when exposed to urine and faeces. Remove the child's nappy and put any disposable nappy in a hands-free lidded bin. Place any soiled clothes (including any cloth nappy) in a plastic bag and store in a lidded bucket out of the children's environment.

My Place FDC respects the families right to choose not to use disposable nappies, therefore, if families would prefer to use cloth nappies they are to provide the Educator with a stock of cloth nappies, along with pins or fasteners stored in a container, and plastic protective pants to be worn over the top to assist in the prevention of leaking urine and/or faeces. Soiled cloth nappies will be stored in a plastic bag out of reach of children for families to collect at the end of the day. If there are not enough nappies supplied and the child needs to be changed, a disposable nappy will be used.

A child's hands should be kept occupied during nappy changing to prevent them touching faeces and urine. After cleaning the child's bottom, remove the paper and put it into a hands-free lidded bin, remove the gloves and also put them in the hands free lidded bin. My Place FDC best practice is that the nappies are disposed of at the Educator's home. Any nappies being returned to parents will be hygienically stored in appropriate containers, inaccessible to children, until their sign out time.

Nappies will be checked every two hours or more often as necessary. A child should never be left in an uncomfortable situation and nappies should be changed as regularly as the child's hygiene and comfort demands. All nappy changes carried out during the day will be recorded for the family's information.

In the case of a toddler, prepare them that you are going to change their nappy and ask them to walk to the nappy change area with you.

4.3.1 Use of Nappy Creams

The application of products to treat nappy rash will be provided to families under the following guidelines:

- All nappy cream is to be supplied by the family at their own cost
- All nappy cream is clearly labelled with the child's name
- Educators will only apply nappy cream to a child that has been provided by that child's family
- Prescription nappy rash treatments can only be applied to the child prescribed the medication
- An Administering Medication Authority form must be completed for prescription creams.

4.4 Cleaning Products

Refer Policy 2.11 Hygiene, Health and Wellbeing Practices for information relevant to specific cleaning procedures

Removing Disposable Gloves:

- Pinch the outside of one glove near the wrist and peel the glove off, so it ends up inside out.

- Keep hold of the peeled-off glove in your gloved hand while you take off the other glove, putting one or two fingers of your un-gloved hand inside the wrist of the other glove.
- Peel off the second glove from the inside, and over the first glove, so you end up with the two gloves inside out, one inside the other.
- Put the gloves in a plastic-lined, lidded rubbish bin and wash your hands. If a hands-free lidded rubbish bin is not available, put the gloves in a bucket or container lined with a plastic bag, then tie up the bag and take it to the outside garbage bin.

Nappy Change Mat or Surface:

- After each nappy change, wash/clean the table well with detergent and water, rubbing with a paper towel or a cloth as you wash
- Put the paper towel in the bin or put the cloth in a bucket with lid for washing that is out of reach of children.
- Cleaning containers must be labelled correctly and kept inaccessible to children.
- Wipe the mat dry with a paper towel or cloth (dispose of in bucket with lid for washing).
- Using utility gloves, clean and disinfect the nappy change mat surface at the end of each day.

4.5 Toileting and Toilet Training

Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents/guardians to develop consistency between home and family day care in regard to their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion, or privacy needs.

Children must be encouraged to follow a toileting routine where after meals, children must be checked if they need to use the toilet. This is a helpful practice to ensure that children regularly hydrate and also regularly use the toilet. Proper handwashing must also be a part of the day to day routines to ensure that children develop healthy and safe practices.

Educators and members of the Coordination Team are to ensure that the dignity and need for privacy are respected during toileting to ensure relaxed and positive toileting experiences for children. Educators are encouraged to consult with parents on any toileting issues/information relating to their child to ensure 'accidents' and bedwetting are collaboratively managed in a positive and supportive way.

Decisions about when to begin toilet training will be made by families or may occur through shared decision making between families and Educators at the service. This decision is based on mutual respect and open communication, which is crucial for a successful outcome. Families may have strong views and preferences about when and how their child learns to use the toilet, which may come from their cultural background or individual preferences, which must be respected by Educators.

The priority of the individual child's wellbeing is paramount, and the decision to begin assisting the child to learn to use the toilet should be based on signs of readiness from the child and discussion with families. Indicators are usually an interest in the toilet and others going to the toilet, taking the nappy off or longer periods of dry nappies. Educators may also request specific training pants for use when toilet training.

Educators and families will work together in providing a relaxed environment for children to learn to use the toilet and about their bodily functions in a more comprehensive way. Resources such as story books, dolls and pretend potties and photos of toileting can be used to support this.

Educators will encourage children's independence for those who can use the toilet as well as support and assist each child, recognising that toileting will probably involve many mishaps. Children will be encouraged to continue on without shame and be supported in their efforts with calm responses from Educators. The toilet will always be freely accessible by children and have aids suited to the children's age.

For children who have not fully learnt toileting, parents are encouraged to provide an adequate supply of clean clothes. Soiled clothing will be hygienically stored in appropriate containers, inaccessible to children, until their sign out time.

Educators should help the child wash their hands and ask older children if they washed their hands. Explain to the child that washing their hands will stop germs that might make them sick.

If using a potty chair, empty the contents into the toilet and wash the potty with disinfectant. Toilets and potties should be kept clean at all times. Potty chairs must be kept in the toilet area and not available to other children. A different sink for cleaning potties must be used other than those used for hand washing and food preparation.

Preschool and school aged children are usually responsible for their own toileting but may at times require support from the Educator. The Educator will act in a calm manner and again continue without shaming the child. Each Educator will develop strategies for supervising toileting yet protecting children's dignity and being respectful of their privacy.

Educators and families will communicate with each other regarding how the toilet learning is progressing, both in care and at home. This will support children to become more familiar and comfortable with the toilet training process. Children will be given the opportunity to complete the toileting procedure, such as toileting, flushing the toilet, and washing and drying their hands, but will always be supervised and assisted if required.

4.6 Supervision During Nappy Changing and Toileting

Educators will be aware of the importance of communicating with children about nappy changing and toileting routines and will ensure all children are fully supervised during these times. All children must be taken to the nappy change area if it is located in an area of the FDC residence that is not within sight of the approved FDC play area.

No child will be left with another adult, visitor or family member unless they are an approved and registered My Place Family Day Care Educator Assistant.

In addition, Educators will engage in meaningful interactions with children to promote nappy changing and toileting as being a relaxed and positive experience.

4.7 Educator Guidance and Training

Starting from orientation and induction and ongoing through regular training, supervision and monitoring by the Coordination Team, Educators will be given guidance and instruction regarding effective supervision during nappy changing and toileting.

The Coordination Team will ensure this Nappy Change and Toileting Procedure and associated Policy is reviewed with all staff and Educators annually and/or following an incident/accident where supervision during a nappy change or toileting may have been a contributing factor. The Coordination Team will ensure a copy of the Nappy Change and Toileting Policy and Procedure training record is signed by all Educators engaged in a training event and made available to the Approved Provider and Regulatory Authority upon request.

If there is a concern where it is reasonable to suspect that circumstances have posed or continue to pose a risk to a child’s physical or psychological safety (for example, concerns of inadequate supervision during nappy changing or toileting, that has placed a child at risk of significant harm), they will be responded to as per procedures set out in policy 4.7 Managing Non-Compliance and Breaches.

Complaints relating to nappy change and toileting of children will be managed as per procedures set out in policy 7.6 Grievance and Complaints Management.

5. Review

This policy shall be reviewed at a minimum every two years in conjunction with the policy.

	Date	Details
V 1.0	22/10/2024	Procedure separated out from policy
V 2.0	13/4/2025	Formatting changes and minor update to cleaning nappy mat.

6. Related Documents

Please refer to the Nappy Change and Toileting Policy for all related legislation, policies and procedures, forms.