



Nappy Changing and Toilet Training Policy

Policy Statement

Providers must ensure there are suitable hygienic changing facilities for children in nappies, as outlined in the **Statutory Framework for the Early Years Foundation Stage (EYFS)**. This policy ensures that the individual needs of each child are met in a safe, hygienic, and respectful manner. To support children's health, well-being, and development through effective potty training using the ERIC 3-step 'Let's Go Potty' approach.

Objectives:

- Ensure individual needs and cultural preferences are respected.
- Promote a positive potty training experience for both children and families.
- Maintain consistency between home and nursery routines.

Nappy Changing Procedure

Apple Blossom Nursery ensures that children's privacy is respected during intimate care routines, including nappy changing and toileting. We balance this with the need to safeguard children and supervise all areas effectively.

- Nappy changes are carried out in a discreet area, out of view of other children and adults, wherever possible.
- Toileting is supported one child at a time to maintain privacy and dignity.
- Children are taught about body privacy and respect through everyday routines and age-appropriate discussion.
- Children are encouraged to dress fully before returning to shared play areas.
- While providing intimate care, staff must ensure that all other children remain within sight or hearing range at all times.
- These measures support both emotional safety and physical safeguarding in our setting.

Staff Requirements:

- Only staff with a valid **Disclosure and Barring Service (DBS) check** will be allowed to change nappies and assist children with toileting.
- Whenever possible, a child's **key worker** will be responsible for changing their nappy.

Hygiene and Safety:

- Staff must wear the **Personal Protective Equipment (PPE)** provided, including gloves and aprons.
- A child must **never** be left unattended on the changing table.
- Only **one child** is permitted in the changing area at a time.
- The **changing mat** must be cleaned and disinfected after each use.
- Staff must change gloves after assisting each child.

Changing Process:

- The child will be cleaned with **parent-approved products** and all used materials will be disposed of immediately.
- If any urine or faeces soil the staff member's gloves or apron, they must be replaced before continuing.
- Any **nappy rash or unusual marks** must be reported to the **manager or deputy manager**.
- Soiled and wet nappies must be **sealed in a nappy sack** before disposal.
- The child must be **thoroughly dry** before applying any parent-approved nappy cream and fitting a new nappy.
- Once dressed, the child's **hands will be washed** before returning them to the group.
- All **cleaning products and wipes** will be stored safely out of reach of children.

Record-Keeping and Frequency:

- Staff must **record** each nappy change on the **nappy checklist**, specifying whether the nappy was wet or soiled.
- Nappies will be changed at least **every three hours** in the morning and afternoon, with additional changes as needed for soiled or full nappies.
- Staff must **wash their hands** after every nappy change.

Toilet Training Procedure

The 3-Step Approach to Potty Training (ERIC):

Step 1: Preparation

- Prepare children by involving them in nappy changes and discussing toilet-related routines.
- Ensure they drink 6–8 cups of water-based fluids daily to support bowel and bladder health.

Step 2: Practice

- Begin potty sits once a child can sit safely, especially after waking or meals.
- Teach the language and bodily cues for toileting.
- Use play, stories, and toys to demonstrate what's expected.

Step 3: Stopping Using Nappies

- When confident, children transition to no nappies.
- Dress them in easy-to-remove clothes.
- Encourage boys to sit down for both wee's and poo's initially.
- Avoid starting during major routine changes.

Support for Children with Additional Needs:

- Follow the same approach, offering additional time and assistance where necessary.
- Avoid delaying training unnecessarily.
- Consult your settings SENDCo for additional support if required.

Parental Collaboration:

- Share the potty training plan with families from the start.
- Agree on consistent strategies (e.g., rewards, language, toilet schedule).
- Maintain open communication about progress and any challenges.

Staff Expectations:

- Ensure all staff are DBS checked and trained in the potty training approach.
- Appoint a potty training lead or 'champion' for team support.
- Provide a welcoming, hygienic, and child-friendly toileting space.
- Hygiene and Encouragement:
 - Staff must wear the provided **gloves and aprons**.
 - Children will be taken to the toilet **regularly**, with frequency tailored to individual needs.
 - Children will be encouraged to **flush** and **wash their hands** after every visit.
 - If a child sleeps with a nappy, it will be **removed upon waking**, and they will be taken to the toilet or potty.
 - Potties will be **cleaned with antibacterial spray** after each use.
- Support and Record-Keeping:
 - Children will be **praised and encouraged** for using the potty.
 - A record of potty training successes will be kept to inform parents at the end of the day.
 - Accidents will be handled **calmly and reassuringly**, ensuring children understand that accidents are normal and part of learning.

Appendix: ERIC 'Let's Go Potty' 3-Step Approach (Expanded)

Step 1: Preparation

- Talk to your child during nappy changes about wee and poo to build awareness.
- Help them understand toilet-related words and sensations.
- Ensure they drink plenty of fluids (6-8 cups/day) to promote healthy bowel and bladder function.

Step 2: Practice

- Begin potty sits once the child can sit safely.
- Try potty sits at these times:
 - After waking
 - After meals
 - When showing signs of needing to go (e.g., squatting, holding themselves)
- Use toys, books, and role-play to make it engaging.

Step 3: Stopping Using Nappies

- Choose a low-stress time to begin this transition.
- Dress children in easy-to-remove clothing to encourage independence.
- Boys should sit for both wee's and poo's initially to encourage full emptying and prevent constipation.
- Support parents in saying a confident, consistent goodbye to nappies.

Annex A

Dear Parent/Carer,

At Apple Blossom Nursery, we are committed to supporting your child's development, health, and well-being—especially during important milestones like potty training.

We understand that each child is unique and may be ready for potty training at different times. To support this journey, we have adopted the evidence-based "Let's Go Potty" approach from ERIC, The Children's Bowel & Bladder Charity. This method promotes consistency, confidence, and a positive experience for both children and families.

Our approach includes:

- Working together with you to create a clear, consistent potty training plan.
- Respecting your child's individual needs, routines, and cultural preferences.
- Offering a safe and welcoming environment for toileting.
- Encouraging independence, while offering gentle and supportive guidance.

We ask that you:

- Provide nappies or pull-ups while your child is still using them.
- Dress your child in clothes that are easy to remove, to support independence.
- Keep us informed of any health issues or changes in your child's toileting routines.
- Follow the agreed potty training approach at home to help avoid confusion for your child.

We believe that with partnership and consistency between nursery and home, your child can transition out of nappies successfully, confidently, and at a pace that suits them.

Please don't hesitate to speak to your child's key person or our Potty Training Lead if you have any questions or concerns.

Warm regards,

The Apple Blossom Nursery Team