

# **Nappy Changing and Toilet Training Policy**

## **2025-2026**



**‘The Love of Christ impels us’  
To be  
Ready, Respectful, Safe  
‘To love one another as I have loved you’**

Approved: Autumn 2025

Review: Autumn 2026

Signed:

Chair of Governors

Date: 11 December 2025

Nappy changing time requires sensitivity and matters enormously to children's emotional development. We therefore take great care to ensure that children feel safe and cared for at this intimate time.

Our aim is that either the **children's keyperson or their co keyperson** will change nappies as it is important that the person knows the child well. Our staff will talk and sing to a child while they are changing nappies as this helps to make a child feel secure and comfortable. Staff will ensure that there is a kind communication during this time, smiling and sharing a little fun.

We have a duty of care towards children's personal needs. If children are left in a wet or soiled nappy/pull-up in the setting this may constitute neglect and will be a disciplinary matter.

Guidance for staff:

- Gather everything that you need first (nappy, clothes, apron, wipes etc)
- Wash your hands
- Put on latex gloves and wipe down the changing surface with sanitiser spray
- Support the child onto the changing equipment
- Never leave a child unattended whilst on a raised changing unit
- Take off old nappy and clean the child using wipes and cream if needed
- Be aware of the particular needs of each gender in term of toileting hygiene
- Put on a new nappy and make sure it is comfortable
- Support the child down from the changing equipment
- Help the child to wash their hands and talk to them about why they are doing it
- Put the nappy in the airtight nappy bin
- Wipe the changing equipment down again with sanitiser
- Put the gloves and the apron in the airtight nappy bin
- Remember to wash your hands
- Record as appropriate

We see toilet training a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults.

We encourage young children from two years to start potty training, by using some kind of trainer pants, as soon as they are comfortable with this and if their parent agree. We discuss with parents their toilet training procedure. We always encourage children to use the toilets in the Nursery.