

POLICY/PROCEDURE NAME & REVIEW PROCESS	NAPPY CHANGE and TOILETING POLICY <p>This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures.</p> <p>We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.</p>
NATIONAL QUALITY STANDARD	QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY 2.1 Health 2.1.1 - Wellbeing and comfort 2.1.2 - Health practices and procedures 2.1.3 - Healthy lifestyles 2.2 Safety 2.2.1 - Supervision 2.2.2 - Incident and emergency management 2.2.3 - Child Protection
NATIONAL LAW AND REGULATIONS	103 - Premises, furniture, and equipment to be safe, clean and in good repair 105 - Furniture, materials, and equipment 109 - Toilet and hygiene facilities 115 - Premises designed to facilitate supervision 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> ▪ Maintenance record ▪ Nappy change record ▪ Non-medication record ▪ Toileting record
SCOPE OF POLICY	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding nappy change and assisting children with toileting, for all children who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	<p>Implementation</p> <p>Nappy change in the service is an important opportunity for staff to not only bond with a child but to ensure that safe hygienic standards are maintained always. A child who is having their nappy changed must be treated with respect and feel safe and have their privacy respected.</p> <p>When checking a child needs a change all staff will respectfully ask the child "May I check your nappy?" example: avoid picking up a child from sandpit and carry them to the change table without any interaction. Nappy change times are a great opportunity to teach children about hygiene and spend time interacting one-on-one with a child away from the group.</p> <p>The role of educators, when changing nappies, is to ensure that children get their full attention. This is an integral part of the curriculum. It's an opportunity for educators to promote language learning by talking to the child regarding the process that is occurring. It's an important opportunity for children to understand how conversations work.</p> <p>Nappy changes are more hygienic when using disposable nappies. There is less chance of spreading germs in the environment and they are easily disposed of. In order to ensure the health and safety of children and educators the guidelines must be followed and adhered to. The service follows the guidelines and directions of 6th edition Staying Healthy.</p> <p>These practices are as follows:</p> <p>Preparation</p> <ul style="list-style-type: none"> ▪ Wash your hands. ▪ Place paper on the change table. ▪ Put disposable gloves on both hands.

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Changing

- Remove the child's nappy and put any disposable nappy in a hands-free lidded bin. Place any soiled clothes in a plastic bag in the soiled bin container.
- Clean the child's bottom.
- Remove the paper and put it in a hands-free lidded bin.
- Remove your gloves peeling them back from the wrist and turning them inside out as they are removed and put them in the bin.
- If a child requires specific cream, place a clean paper towel under the child's bottom. Put on clean gloves. Place a suitable amount of cream on the glove and spread onto the child's bottom. Remove the paper towel and place it in the nappy bin. Remove the gloves and place in nappy bin.
- Place a clean nappy on the child.
- Dress the child.
- Take the child away from the change table.
- Wash your hands and the child's hands. A wet wipe is sufficient if you are cleaning a baby's hands.
- Once the change is completed all information for the child's nappy change will be recorded on the **nappy change record** and if in the event non medication cream was used, please complete the **non-medication record**.
- A child must not be left unattended on a change mat, at all times an educator must keep one hand on the child during nappy change.
- Please avoid taking groups of children into bathroom whilst performing nappy changes as its necessary to supervise the child who you are changing and not an environment for children to sit and wait.

Cleaning

- After each nappy change, clean the change table with detergent and warm water (recommended by 6th edition Staying Healthy) or service cleaning product, then rinse and dry.
- Wash your hands.

Mat Cleaning Procedure

- After each nappy change and at the end of each day, wash the surface well with detergent and warm water, rubbing with paper towel.
- Put the paper towel in the bin.
- Leave the change mat surface to dry preferably in the sun if possible.
- If faeces or urine spill onto the change surface, clean the surface with detergent and warm water and leave it to dry.
- Halfway through the day, remove the morning change mat or waterproof sheet, clean it with detergent and water and leave it to dry, preferably outside in the sun.
- Always wash your hands after cleaning the nappy change area.

Toilet training

Learning to use the toilet is an important step in a toddler's life. It's important not to start toilet training too early. Children usually reach two years of age before they can recognise and respond to toileting signals such as a full bladder.

Guide for families and educators

- Use simple instructions.
- Choose words you won't mind using continually, even in public.
- Praise your child for trying.
- Learning to anticipate when your child needs the toilet can take time.
- Dress them in easily removable clothing.
- Sometimes waiting for warmer weather is better because they are wearing less clothes.
- Take them to the toilet every 2-3 hours during the day.
- Encourage sitting on the toilet for short periods.
- Don't force your child to sit there if they don't want to.
- Clean up accidents with as little fuss as possible.
- Help them wash their hands after going to the toilet.
- Don't try toilet training if there's too much happening - A new sibling, moving to a new house, illness etc.

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- Be patient and supportive.
- Celebrate success.

Educator role for toilet training

- Help the child use the toilet. It is better for the child to use the toilet rather than a potty chair, which increases the risk of spreading disease. If the child must use a potty, empty the contents into the toilet and wash the chair with detergent and warm water. Do not wash the potty in a sink used for washing hands.
- Staff will allow children to take their time, avoiding pressuring them.
- Staff will respond to children's cues and allow them to be active participants in the process.
- Staff will where possible, use the correct terms for going to the toilet - ask families what words they use at home, as consistent language between home and care will help children to understand and learn more easily.
- Staff will be sensitive to individual children's needs and styles, and tailor toileting procedures to each child.
- Staff will prompt children by asking or reminding them about using the toilet.
- After toileting, staff will help the child wash their hands and always check with older children if they washed their hands, explain to the child that washing their hands and drying them properly will stop germs that might make them ill.
- Staff will create awareness and understanding of good hygiene practice, staff members emphasise the importance of self-care for example: flushing the toilet, using soap, drying hands etc.
- Staff will ensure a cleaning schedule is in place to maintain children's toilets in a clean and hygienic condition at all times.
- Staff will treat the child in a sensitive manner when toileting accidents occur, reassuring and emotionally supporting the child, never shame a child or yell at them.
- Accidents will be recorded on the **toileting record** and shared with families in order to help with the toilet training process.
- Staff will work closely with the families when a child is toilet training and use a tailored approach for each child.
- If a child shows any difficulty using the toilet on their own the child's educator will assist, however independent use will always be encouraged.
- Staff will use praise and recognition when children are toilet-training to promote self-esteem and a sense of achievement.
- Staff will supervise all children when in bathrooms and toileting.
- Staff will wash hands after helping children use the toilet.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will provide a designated area for nappy changing for each room that requires this facility.
- Will ensure nappy change and toileting facilities are designed and located in a way that prevents unsupervised access by children.
- Will ensure that adult hand washing facilities are located within the nappy change and toileting area.
- Will ensure the equipment required will be in good condition and meet the requirements of the children and educators using them.
- Will ensure nappy bins will have a hands-free lid as in foot pedal and will not be accessible to children.
- Will ensure the children from each room have their own designated area for changing and will ensure that staff are educated not to share nappy change mats from other rooms.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.

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	<ul style="list-style-type: none"> Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements. Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure. Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will ensure the policy is kept up to date with current legislation, research, and best practice. <p>The Nominated Supervisor</p> <ul style="list-style-type: none"> Will monitor and check on the nappy change facilities ensuring that they are maintained in a clean and hygienic way. Will ensure that staff are completing regular nappy changes and completing Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations. Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures. Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements. Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure. Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy. Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will ensure the policy is kept up to date with current legislation, research, and best practice. Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy. <p>Educators</p> <ul style="list-style-type: none"> Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations. Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure. Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service. Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will provide feedback regarding policy review when required. <p>Families</p> <ul style="list-style-type: none"> Will provide information to the staff at the service regarding child's nappy change routine or of any issues. Will supply spare clothes in case of accidents throughout the day. Will supply an adequate supply of nappies if service doesn't supply them. Will ensure any nappy creams that child requires will have a chemist label on it prior to staff administering.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 103- Premises, furniture, and equipment to be safe,	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that maintenance is carried out on a regular basis and nominated supervisor and staff are completing the maintenance schedule record and nominated supervisor is ensuring that <i>maintenance record</i> is being completed.

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clean and in good repair	<ul style="list-style-type: none"> Ensure any maintenance that is recognised to be of a compliant issue must be reported to the approved provider immediately and rectified as soon as possible. Approved provider will instruct nominated supervisor as to how to keep area safe until fixed. Ensure any broken equipment that cannot be fixed is removed and replaced. Ensure regular cleaning is occurring in the service and will supply support documentation to record this process. Ensure all educators are responsible for alerting nominated supervisor to the maintenance of equipment and resources. Ensure nominated supervisor will conduct walk throughs of the service to check that building, equipment and resources are compliant and check and collate documentation records.
In regard to regulation 105- Furniture, materials, equipment, and regulation 109- Toilet and hygiene facilities	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that furniture materials and equipment are in good repair and there is an adequate amount of each to support staff and children. Ensure change tables and mats are supplied and are maintained in good condition and are replaced if they become ripped or broken. Ensure there is a process in place to ensure that staff are cleaning and maintaining the equipment to a high standard. Ensure staff are supplied with documentation to record any damage that needs to be fixed or removed in the form of a <i>maintenance record</i>. Ensure toilet facilities are adequate and are easily supervised. Ensure staff maintain the cleanliness of the bathrooms and toilets and supervise and assist children at all times.
In regard to regulation 115-Premises designed to facilitate supervision	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that the dignity and rights of the child is maintained at all times when staff are actively supervising, in regard to bathroom and change tables. Ensure thorough recruitment and induction of all staff is completed and active supervision is discussed at induction. Educators are aware of the role and the complete understanding of active supervision and their obligation to uphold it. Ensure nominated supervisor monitors and supports educators to facilitate active supervision through role modelling and guidance. Ensure educators will be supported with ongoing training and development if identified support is required.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.

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to policies or procedures	<ul style="list-style-type: none"> ▪ Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. ▪ Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. ▪ Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. ▪ Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. ▪ Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> ▪ Conducting regular reviews and updates of this policy with all stakeholders. ▪ Actively seeking feedback from children, families, and staff members. ▪ Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
KEY TERMS	<ul style="list-style-type: none"> ▪ Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> ▪ Australian Children's Education & Care Quality Authority. ACECQA ▪ Code of Ethics ▪ Education and Care Services National Regulations. ▪ Education and Care Services National Law Act 2010. ▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. ▪ Guide to the National Quality Framework. ▪ Karitane – www.karitane.com.au ▪ National Quality Standard. ▪ United Convention on the Rights of the Child ▪ 6th edition Staying Healthy https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf

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