

Early Years Foundation Stage (EYFS)

Nappy Changing & Supporting Personal Care – (potty training) Policy

Portsmouth Primary School and Early Years



PORTSDOWN
Primary School & Early Years

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1. Aims

This policy is part of Portsdown Primary School Intimate Care Policy and Procedures to support the health, wellbeing and development of young children requiring personal and intimate care.

The nappy changing and potty training policy aims to provide a clear framework to ensure the safety and dignity of all children who require developmental support with nappy changing, and at an appropriate time with potty training.

2. Legislation

This policy is based on requirements set out in the [2021 statutory framework for the Early Years Foundation Stage \(EYFS\)](#)

3. Principles

Portsdown Early Years respects our children and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care.

We will ensure:

- Supporting Personal care is the responsibility of **all** DBS checked and approved staff for children within their care.
- Children's individual needs are identified and met.
- Children's right to safety, dignity and privacy is respected.
- Family's cultural preferences are considered.
- Nappy changing and Potty training is a positive experience; both the family and the child feel supported throughout.
- Communication between the setting and family is promoted before, during and after potty training.
- Consistency of care as far as possible.
- Families are provided with information and signposted to sources of further information about bladder and bowel health and potty training.

Early Years Responsibilities

The School and Nursery managers will ensure that anyone who undertakes nappy changing or personal intimate care with children is an employee of the nursery or school and has had appropriate safeguarding checks.

The School and Nursery managers will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

The Nursery and Year R will act according to Portsdown Primary School and Early Years safeguarding policy and procedures if there are any concerns for a child's wellbeing.

At all times the child's safety, dignity and wellbeing is promoted.

Portsdown Early Years will ensure that suitable facility and equipment are provided or designated places for intimate care support.

The Early Years staff work closely with parents / carers to support personal care and promote toilet training so that continuity of support can be maintained between home and Early Years. Staff will promote a positive climate where information around child's developing care needs are shared and discussed with parents/carer and issues regarding toilet training can be talked about openly. Before a child starts in Early Years family/carers will be included in discussions about the child's nappy, potty or toilet training routine so child's current bladder/bowel development are known and continuity of care can be planned and maintained. Information is recorded on the home visit record. As the child continues and progresses in their development Early Years staff will continue to discuss and update the child's routine and development with the parent / carer.

Written records are kept of all support for nappy/potty and toilet training care. This includes date and time of care, who supported the child. Any changes will be recorded and discussed with parents. Concerns in the appearance or behaviour will be documented and reported to a senior member of staff in line with the safeguarding policy.

Families are supported by Early Years staff to understand the Early Years' health and safety procedures and responsibilities for supporting nappy changing, potty and toilet training and intimate care. Staff discuss the frequency of changing (appendix 3) and explain no child is intentionally left in a soiled or wet nappy.

The Early Years staff will take into account the religious views, beliefs and cultural values of the child and their family as far as possible when undertaking personal care.

Early Years Responsibilities with Potty Training

Potty training can be a daunting process for families. Early Years staff will offer support and guidance to decide the best time to potty train their child. This will be dependent on signs of bladder and bowel readiness and awareness of child. (appendix 6) Early Years staff will support families by discussing expectations of potty training and explain to parents why it is useful for the same approach to be taken at home and in the Early Years environment, including using the same vocabulary.

Parents will be provided with information or signposted to support such as Health visitors, ERIC website www.eric.org.uk (The children's Bowel & Bladder Charity, leaflets such *Thinking about wee and poo, now you've reached the age of two; Eric's Guide To Potty Training*).

Early Years Responsibilities for Children with additional Needs

Portsmouth Early Years are aware that children with additional needs may not show reliable signs of awareness. We recognise that delayed continence may be linked to with delays in other aspects of child's development and if this is so, we may need to work in partnership parents and other professionals (Health Visitor, School Nurse, and Specialist Child Health Services) to develop a planned programme.

Early Years Responsibilities in supporting positive self esteem

Early Years staff will work with the child to promote a positive self – esteem, body image and independence with self- care as far as is appropriate and practical. Early Years staff will remain calm and offer a supportive approach to children at all times. Children will not be rushed or forced to use the potty or toilet against their will. Staff will approach children quietly and calmly regarding the need to change or toilet them and be mindful of child's engagement in play. Staff will always be gentle when changing and avoid pulling faces and making negative comments about 'nappy contents'. Portsmouth Early Years acknowledge that it may take 10 minutes or more to change an individual child however it is recognised that the time spent changing a child can, and should be a positive learning time. 'Accidents' are to be expected as children learn to recognise the sensation of needing a wee/poo by wetting /soiling. All staff should promote regular encouragement and ensure the child is praised. Staff work with parents to support the child to agree small achievable steps towards potty and toilet training.

Safeguarding responsibilities

Young children will not knowingly be left in wet or soiled nappies/pull ups/under clothing as this may constitute neglect and will be a disciplinary matter. All staff have a 'duty of care' towards children's personal need and must respond to child's own routine or need.

Only DBS checked and approved staff will change nappies and under clothing. Students, volunteers, parent helpers or visitors are not permitted to change children's nappies. This also applies if a child has an accident. These restrictions have been imposed for safeguarding reasons.

The normal process of changing a child should not raise child protection concerns and there are no regulations that indicate a second member of staff must be available to supervise the changing process to ensure abuse does not take place. DBS checks are carried out to ensure the safety of children with staff employed in childcare and education settings. If there is a known risk of false allegation by a child, then a single practitioner must not undertake the changing process.

Nappy changing/potty training and supporting personal care are always completed in the vicinity of other staff around. No children should be left unsupervised for nappy changing or potty training.

Unless fire doors, the toilet doors should be left open or if half glass door it can be shut but window must be kept clear. If only two members of staff are on duty and the dividing door between Nursery room and toilets is a fire door, then the child should be supported with personal hygiene in an area that is in vision of the main room or both staff. Privacy can be maintained with a screen. Normal hygiene arrangements would apply.

Early Years staff and managers or leaders are encouraged to remain highly vigilant for any signs or symptoms of improper practice as they do for all activities carried out on the site.

No cameras, phones, recording devices are used in rooms or changing areas when children are present.

If staff have any concerns relating to staff or children, they should follow the Safeguarding Procedures as laid down in the Safeguarding Policy.

Governors Responsibilities

To ensure sufficient staff are trained to meet early years ratios and the developing needs of young children.

The governing body will ensure that this policy is monitored and reviewed at least every three years.

Parent/Carer Responsibilities

Parent /Carers must ensure they provide all relevant information on entry to Early Years and as the child develops in their skills, so that the needs of the child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist medical services, as well as any medication, creams, care, routines or conditions.

Parents/carers must make sure that the Early Years always has the required equipment such as nappies, wipes and changes of clothing, in a bag labelled clearly with the child' name.

Parents/carers must complete permission slips for the administering of any creams to soothe or prevent nappy rash or any other medications or wipes.

Parents/carers should work with their child's Key Person or Teacher towards a shared and agreed plan for care and support.

Parents/carers must ensure that the Early Years always has their emergency contact details.

Child responsibilities

As children develop in their awareness and communication skills they are encouraged to

- To co-operate and help in their personal care.
- To be interested in using potty, toilet, dressing, undressing and washing hands
- Follow and be independent in hygiene routines
- Know when they need changing or support and to indicate to staff.
- To tell a trusted adult if they feel worried, upset or uncomfortable at any time

Related Documentation

When reading this policy please be aware of and refer to the following documents:

- The Safeguarding Policy
- Managing medical needs in school policy
- First Aid Policy
- Health and Safety Policy
- Inclusion Policy

Appendix 1

Enabling environment procedures for nappy training and personal care

When supporting Personal and intimate care Early Years staff will ensure:

- Use of designated areas for potty use, nappy changing and changing children
- Areas are warm, safe and have comfortable areas for young children to lie when having nappies changed
- If a purpose built changing area is not available, temporary area is provided with a changing mat and health/hygiene resources
- Privacy and dignity for child is maintained for the child
- Equipment is provided such as toilet steps and seats to ensure safety, independence and comfort
- Reasonable adjustments are made to support children with additional needs as advised by other services in consultation with parents
- Nappy changing areas and potty /toilet areas bright and welcoming

Appendix 2

Personal care Procedures

The Early Years Staff will follow the agreed procedures:

- Change the child's clothing as appropriate as soon as possible and not to knowingly leave children in wet or soiled clothes. The time between nappy changing should not be longer than three hours.
- Use appropriate cleaning products and adhere to health and safety procedures (appendix 3)
- Report any rashes, or marks to parents and Nursery Manager/Headteacher if appropriate

Appendix 3

Health and Hygiene Procedures

When dealing with personal care staff will follow agreed health and safety procedures:

- Staff wear PPE (disposable gloves and aprons) to prevent cross infection and dispose of it in appropriate bins. Gloves are changed for each individual child to prevent cross contamination
- Parents are informed when required equipment for intimate care needs replenishing
- Nappies and 'pull ups' are disposed of nappy bags and designated nappy bins.
- Nappy bins are emptied at least once daily into the clinical nappy waste bin located outside next to waste bins.
- Cloth nappies, trainer pants and ordinary pants/clothing that have been wet or soiled are bagged for parent to take home in hygienic nappy sacks or yellow plastic bags.
- Bags of soiled and wet clothing are named and kept in a designated area away from children's reach and returned to parent at end of session.
- Nappy rash creams or use baby wipes are not applied to child without written consent from Parent/Carer to say it is safe to do so.
- Changing table/mat and surrounding area cleaned immediately following changing and between each child using antibacterial spray or antibacterial wipes.
- Potties are emptied and cleaned immediately following the child finishing on the potty to avoid risk of a child touching contents.
- Hot water, and liquid soap available to wash hands as soon as task is completed.
- When using liquid soap staff should wash their hands at a conventional sink as soon as possible. Staff follow appropriate hand washing guidance
- Paper hand towels available for drying hands and waste bin for disposal
- Children are taught to wash their hands with soap and water and to dry them efficiently
- Torn or ripped mats changing mats thrown away immediately and replaced
- Posters and pictures laminated so they can be cleaned hygienically
- Toilet changing environment checked throughout the day for hygiene and cleanliness
- Risk assessments are kept daily and reviewed regularly if needs of children change or changes are made to equipment/areas.

Appendix 4

Changing Frequency Responsibilities

Early Years staff will follow the agreed procedures to ensure children's physical needs and routines are supported:

- Toilet development discussed and recorded with parents /carers prior to a child starting Nursery to identify routines. Routines are updated regularly as child's needs change
- Nappies changed, take place with the child's needs and routines in mind
- Where possible the Key Person supports child's personal care
- Key Persons are responsible for ensuring their Key Children are changed on a regular basis.
- The time between nappy changes will not exceed three hours.
- All nappy changes/times recorded
- Where a child has the out of norm or occasional accident, Parents /carers are informed and sign record. This record acknowledges that parents have been informed. This is done sensitively to maintain privacy and dignity for child and parent.
- Deputy Managers for Nursery /Teachers in Year R monitor nappy changes/ personal care support to ensure regular changes are made and needs of individuals are met by staff in rooms.

Appendix 5

[nappy changing record.doc](#)

Appendix 6

ERIC Guide to Assessment of Readiness for potty training

The first stage of potty training is to recognize when the child is ready. It is essential that the child is:

- Pooing at least one soft poo a day
- Staying dry for at least an hour and a half between wees

Other signs to look out for are:

- Showing interest in the toilet
- They can follow simple instructions
- Able to sit themselves on the potty and get up again
- Starting to show signs of awareness when they have done a wee or poo
- Showing awareness that other members of the family and peers don't wear nappies, and that they use the toilet.

Children with additional needs may not show reliable signs of awareness. Potty training shouldn't be delayed; it is much harder to achieve when the child is older. Readiness can be assessed by monitoring the child's wees and poos. Early Years staff to offer information to parents such as ERIC's Guide for Children with Additional Needs.

Appendix 7

ERIC guide to Delivery of potty training

Early Years will ensure that:

Suitable facility is offered – either potty, or toilet with suitable foot support and toilet seat insert.

Child needs to sit with feet flat and firmly supported, knees above hips. Boys to be guided to sit down to wee –

- In the early stages children cannot differentiate between the need for a wee and the need for a poo. If they wee standing up they may hold onto the poo and can easily become constipated.
- The correct mechanism of weeing is triggered by relaxation – it is much easier to relax when seated.
- They may empty their bladder better sitting down.
- It is more hygienic as they are less likely to wee on the floor/over the toilet seat.

Optimum timing for toileting is observed –

- toilet visits planned for 20-30 minutes *after* meals (the most likely time for a child to poo)
- suitable interval left between prompts to wee (the bladder needs to be *full* to empty correctly)
- Fluid intake is optimised – a minimum of 6 to 8 full cups of drink a day, spread evenly across the day.
- Early Years staff will discuss clothing with family; family will ensure that the child is dressed in clothes that are easy to pull up and down, and will supply several spare pants, trousers, socks etc.
- Early Years staff will work with family to ensure a consistent transition from nappies to pants in one step to avoid confusing the child with a mixture of nappies/pull-ups/pants. N.B. The child will still need a nappy for naps initially.
- Early Years staff will support family by sharing information regarding products to support transition such as washable, absorbent car seat protector/washable, absorbent pants/children's disposable pads and/or advise about putting nappy *over* pants for travelling, so if the child wees they are aware of the sensation of feeling wet.
- Early years staff to maintain calm, supportive approach at all times; children should not be rushed or forced to use the potty against their will. 'Accidents' are to be expected – children learn to recognise the sensation of needing a wee/poo by wetting/soiling.
- All staff and family to ensure child is regularly encouraged and praised. N.B. aim to recognise *achievable* goals such as sitting on the potty when asked to do so. Keeping pants dry may be an unachievable goal initially.

Appendix 8

ERIC'S Guide to Trouble shooting and sources of advice:

- Early years staff to be alert for possible constipation; incidence is raised during potty training as some children find pooing into the potty/toilet frightening. See *ERIC's Guide to Children's Bowel Problems* for further information.
- If toilet avoidance is observed information to be provided - see ERIC factsheet *Children who will only poo in a nappy and other toilet avoiders*
- If child does not appear to be making progress, or regresses, staff to look again at child's bowel habit and fluid intake – see *ERIC's Guide to Potty Training. Early Years Healthy Bladder and Bowel Assessment* may be repeated.
- Early Years staff to instigate discussion with family to consider abandoning process, allowing time to improve bladder and bowel health and to better prepare the child, starting again after a suitable interval.
- If ongoing bladder/bowel issues, information such as ERIC leaflet
- *Thinking about wee and poo now you're on the way to school* may be shared with family and prospective school.

Further references for support from ERIC

- *Early Years Healthy Bladder and Bowel Assessment*
- *Bristol Stool Chart*
- *Thinking about wee and poo now you've reached the age of two*
- *ERIC's Guide to Potty Training*
- *ERIC's Guide for Children with Additional Needs*
- *ERIC's Guide to Children's Bowel Problems*
- *Children who will only poo in a nappy and other toilet avoiders*
- *Thinking about wee and poo now you're on the way to school*

Appendix 9

Nappy Care and Potty Plan Agreements

The Parent:

- I agree to ensure that my child is changed at the latest possible time before being brought into nursery/year R
- I will provide the nursery/Year R with spare nappies, pull ups, pants and changes of clothing
- I understand and agree the procedures that will be followed when my child is changed at nursery/year R
- I will sign to agree if my child can be cleaned with wipes.
- I will provide wipes for my child to be cleaned with.
- If my child requires nappy cream, I will provide this and sign the consent to say this can be used.
- I agree to inform the nursery/school should my child have any marks/rash
- I agree to review arrangements should this be necessary

Signed: (parent/carer)

Name: (parent/carer)

Date:...../...../.....

Nursery/Year R

- We agree to change the child when necessary and to leave a child no longer than three hours without a change/check
- We record the times a child is changed/checked
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary

Signed: (school member of staff)

Name: (school member of staff)

Date:...../...../.....