**Busy Bodies Child Care Centre Ltd**

**Nappy / Pull-up Changing Policy and Toilet Training**

Busy Bodies will ensure all children are given dignity and privacy throughout their nappy changing. We will also ensure the changing area is clean, warm and safe. When changing a child the practitioner will endeavour to ensure he/she is within the visibility of another practitioner whilst still protecting the dignity and privacy of the child. The child will normally be changed by their key worker. The child will be changed every two and a half hours or more if necessary so no child will be left feeling uncomfortable.

Procedure

Parents / carers are asked to supply nappies / pull-ups as necessary.

At Busy Bodies we will provide the necessary equipment, which is in accordance with environmental health regulations. This includes disposable gloves, disposable aprons, wipes, nappy sacks and water proof changing mats. The changing mat is always cleaned after use with antibacterial spray.

Staff will ensure they wear their gloves and apron whilst changing the nappy / pull up and that hands are washed after the change. Staff must dispose of the nappy / wipes into a nappy sack and placed in the outside bin.

We change the child with care; safely picking the child up or placing them on the mat by placing hands under the arms to lift. The child must not be left unattended during the change. When necessary the child may have to be changed on the floor, in which case place the changing mat on the floor first.

All nappy / pull ups changes are recorded with date, time and the staff member that changed and if the nappy / pull up was soiled or wet. This record can be found in the changing area.

**Toilet / Potty training**

All staff at Busy Bodies are experienced in helping parents / carers decide if their child is ready for toilet training. Please do not hesitate to ask for advice or support.

The toilets at the nursery are miniature children’s toilets. Children are encouraged to use the toilet rather than the potty, however they are available for children to use if requested.

Good hygiene practices are always followed at the nursery and the children are shown how to use the toilet and how to wash their hands each time they have used the toilet.

‘Accidents’ will be dealt with calmly, sympathetically and in a way which does not make the child feel they have done anything wrong.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

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