**NAPPY CHANGING & POTTY TRAINING**

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. Busy Bees will work with parents towards potty training, unless there are medical or other health developmental reasons why this may not be appropriate at the time.

Busy Bees has nappy changing facilities and exercises good hygiene practices. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of staff.

**Procedures**

* The child’s key person (or back up) will ensure that a child’s nappy is changed on a regular basis or as soon as it is noticed that it has been soiled;
* Gloves and aprons are worn by staff before changing starts and the area prepared. Soiled nappies/pull-ups and wet wipes are disposed of in a nappy sack and placed in the nappy bin;
* The changing mat is cleaned with anti-bacteria spray after use;
* Staff make sure that the nappy changing process is relaxed. Making faces or inappropriate comments during the process will not be tolerated;
* When a child has been changed they will be encouraged to wash their hands.

**Toilet Training**

* When a child’s parent informs Busy Bees that they are potty training this will be supported. Staff will ask the child to try the toilet/potty at regular intervals;
* Staff will encourage the child to redress but will always offer support when and if needed;
* Children will be encouraged to flush the toilet and will be supported to wash their hands;
* Staff will always wear gloves when emptying a potty.

Busy Bees has a “duty of care” to children’s personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter.

**Wet Clothing**

* If a child’s clothing becomes wet staff will support the child in changing their clothes. They will wear gloves;
* Wet clothes will be rinsed and placed in a nappy bag to be taken home at the end of the day;
* Staff are expected to wash their hands.

This policy was adopted at a meeting of Busy Bees Pre-school Committee on 2 May 2014.

Reviewed: 31 August 2019

Signed on behalf of Busy Bees Pre-school ………Sally Evans (Chair)