

Nappy and Toileting – Procedure PO180-6

AIM

To promote the health and well-being of all who use the centre through the provision of a hygienic environment.

SUPPORTING DOCUMENTATION

Te Whariki: Early Childhood Curriculum

Licensing Criteria for Early Childhood Education & Care Services, 2008 (amended 2016)

PROCEDURE

1. Nappies will be checked regularly throughout the day at approximately 1 – 1 ½ hour intervals (except when children are sleeping) with minimal disruption to children's play.
2. Centre toileting and changing routines will, where possible and appropriate, reflect each family's home practices.
3. All changes will be recorded on the chart supplied which will be made available to parents/whānau.
4. An adult must always remain in reach of physical contact while a child is on the change mat.
5. Teachers will use gloves when changing soiled nappies or pants. Gloves are available for any change, wipe or clean-up. Teachers will always use gloves for changes if they have any cuts or scratches on the hands.
6. Teachers will wash and/or sanitise their hands after every change or after assisting a child with toileting or changing.
7. Used nappies, wipes and gloves will be placed in the lined nappy bin supplied.
8. The nappy bin will be emptied into a green wheelie-bin (red lid) whenever full and at the end of every day.
9. The nappy bin, change mats and change benches will be thoroughly cleaned with bleach solution at the end of each day.
10. The change mat will be sprayed with a 1:10 bleach solution after every nappy change and thoroughly dried to avoid bleaching children's clothing.
11. The toilets, partitions, bathroom floor and hand-basins will be cleaned throughout the day as required.

Hardcopies of this document are considered uncontrolled copies of the original.

Please refer to the electronic source (QMS) for the latest version.

12. We will support whānau in the toilet training process. We strongly encourage starting this process after the child shows signs of readiness. If a start is made and it is found that the child is not ready, we encourage a return to nappies for a period (at least 2 months) and then try again.
13. When children are learning to use the toilet, kind, gentle and positive encouragement and praise will be used. In addition, small rewards (eg. stickers, stamps or charts) may be used.
14. No child will ever suffer ridicule, belittlement or punishment for any toileting 'accident'.

Document information – Office use only	
Document Name	Nappy and Toileting
Document Number	PO180-6
Executive	Executive Director, Student and Academic Services
Owner	Executive Director, Student and Academic Services
Developer	Supervisor Children Centre
Review Frequency	12
Last Review	5/12/2023
Next Review	5/12/2024
Related Items	Health, Safety and Wellbeing – Policy QS180 Hazard and Risk Management – Procedure PS180-12
Version history	New format July 2020 Migrated format March 2023