



NAPPY CHANGE, TOILETING AND BATHING POLICY P4.0336.1

NAPPY CHANGE, TOILETING AND BATHING POLICY

DIVISION: Sport, Community and Activation

BRANCH: Community Outcomes - Family Day Care

CATEGORY: 3

PART 1 - INTRODUCTION

1. BACKGROUND

- 1.1 Nappy change and toileting routines are a big part of early education and care service provision and we acknowledge the importance of meeting each child's needs, taking every opportunity to build relationships and prioritising the health safety and wellbeing of children and educators throughout these routine times.
- 1.2 The nappy changing and toileting procedures are an opportunity for interactions to occur between the educator and child and educators are guided by the Approved Learning Frameworks and National Quality Standard to ensure interactions are meaningful, warm, and responsive, and support children's learning.
- 1.3 Bathing children will only occur in an emergency situation and procedures must be in place to ensure this is conducted with regard to the health, safety and wellbeing of all children.

2. OBJECTIVE

- 2.1 Educators will follow best practice guidelines for nappy changing and toileting and ensure the area is hygienic to reduce the spread of infectious disease.
- 2.2 We aim to make the nappy change and toileting experience a relaxed, happy, and social routine that provides an opportunity for educators and children to further develop trusting, meaningful and positive relationships.
- 2.3 We aim to ensure that educators have procedures in place specific to their FDC service environment for bathing children in an emergency situation and carrying this out safely and with consideration to the privacy of the child and safety and wellbeing of all children in care.

3. SCOPE

3.1 This policy applies to:

- Camden Council FDC Service
- Staff
- Educators
- Children enrolled in an FDC Service and their families

- Residents
- Students.

4. DEFINITIONS

- 4.1 **Approved Learning Framework** means under the National Quality Framework, services are required to base their educational program on an approved learning framework. This should focus on addressing the developmental needs, interests, and experiences of each child, while considering individual differences.
- 4.2 **Approved Provider** means a person who holds a provider approval (*Children (Education and Care) Services National Law*). A provider approval authorises a person to apply for one or more education and care service approvals and is valid in all jurisdictions. The Approved Provider for the purposes of this policy is Camden Council.
- 4.3 **Co-ordination Unit** means the Camden Council FDC principal office and main faculty for running the Service from which staff work.
- Educational program** means a program that is delivered in accordance with the National Quality Framework, is based on the individual ages, developmental needs and interests of each child and engages and supports them to achieve the outcomes of the National Approved Learning Frameworks.
- 4.4 **Educator** means an individual suitably qualified and registered by Camden Council FDC to provide education and care and refers to the educator as the business owner, educator assistant or relief educator.
- 4.5 **Family Day Care (FDC)** means a type of education and care service that is run from the educator's own residence or an approved venue for the purpose of educating and caring for small groups of children aged 0-12 years.
- 4.6 **FDC Service** means the FDC education and care business of each individual educator or refers to Camden Council FDC service.
- 4.7 **Nominated Supervisor** means a person appointed by the Approved Provider and who has given consent to be appointed to be in day-to-day charge of a service and must be contactable during the hours educators are providing education and care.
- 4.8 **Resident** means any person aged 18 years or over who resides, or intends to reside permanently, or temporarily resides for more than three weeks, at the educator's FDC Residence.
- 4.9 **Routines** means regular, everyday events in an education and care service such as meal times, sleep/rest times, groups times, nappy change / toileting, hygiene, arriving and departing. Routines are a key component of the curriculum/program. Effective routines provide children with a sense of predictability and consistency that help children to feel safe, secure, and supported.
- 4.10 **Staff** means employees of Camden Council FDC.

PART 2 - POLICY STATEMENT

5. PRINCIPLES

- 5.1 Prior to registering with our service, educators must demonstrate through a risk assessment how and where they plan to conduct nappy changing, toileting and bathing procedures at their service and how they will ensure the safety of all children and themselves.
- 5.2 Procedures and environments are reviewed annually as a part of the educator residence risk assessment and at other times as changes are implemented, or a need arises.
- 5.3 Nappy changing, toileting and bathing will be conducted in a respectful and caring manner and include verbal and non-verbal interactions between educators and children.
- 5.4 Nappy changing and toileting will support children's agency by:
 - Helping them to develop an understanding of their own bodily functions
 - Extending children's self-help skills
 - Building an understanding of the process and promoting their ability to predict what will happen next in the routine.
- 5.5 Educators will consult with families about the practices used at home and will respect their choices and where possible implement them ensuring that they adhere to service policy and procedures and recommendations from recognised authorities.
- 5.6 Educators will provide families with information each day about their child's nappy change and toileting patterns and where appropriate will provide professionally sourced information about transitioning children from nappies to toileting.
- 5.7 Educators will notify the family and co-ordination unit as soon as practicably possible about any incident that requires a child to be bathed, and will record details in an incident report.

6. CONSIDERATIONS

- 6.1 Considerations for nappy change:
 - 6.1.1 Nappy changing will occur frequently throughout the day and as needed, and is flexible to meet the individual child's routines.
 - 6.1.2 Nappy changing will follow the *Nappy Change* procedure which includes the instructions for hygienic nappy change practices and will be displayed in the vicinity of the nappy change area.
 - 6.1.3 If a student or volunteer is completing a nappy change, the FDC educator will always be present.
 - 6.1.4 The nappy change area will always be well stocked with all items needed for a nappy change.

6.2 Considerations for toileting:

6.2.1 Toileting occurs at any time of the day, specific to each child's needs. Educators will encourage children's independence and support them as required.

6.2.2 Educators will communicate with families to develop consistency with their child's toileting habits. Educators will be aware of and consider any special requirements related to culture, religion, or privacy needs.

6.2.3 If a student or volunteer is assisting a child with toileting, the educator will always be present to monitor the situation and ensure the procedure is being followed adequately. If a parent/guardian is present and helping their child with toileting, other children will not be present at the same time in the bathroom.

6.2.4 Educators will follow hygienic toileting practices at all times as detailed in the *Toileting* procedure.

6.3 Considerations for bathing:

6.3.1 When children require bathing, this will be conducted in a respectful and caring manner.

6.3.2 Educators will maintain a clean and sanitary environment, especially in areas where children are bathed.

6.3.3 Hygienic and safe practices will be implemented as detailed in the *Bathing* procedure and each educator's own service procedure, with consideration to supervision of the child being bathed and the other children in care and managing the bath water.

6.3.4 The educator must notify the family and Co-ordination Unit of any incident that requires a child to be bathed, and complete an incident report.

6.4 Considerations for effective supervision:

6.4.1 Educators will maintain effective supervision at all times by:

- Fully supervising and maintaining physical contact with children throughout the nappy change experience. No child will be left alone on a nappy change mat or while bathing.
- Keeping nappy change, toileting and bathing areas fully stocked with all required materials, maintaining the supplies to meet the needs of individual children, and ensuring supplies are accessible.
- Developing a routine and planning each day's activities with routine times in mind such as nappy change and toileting to ensure supervision is adequately maintained.

6.5 Considerations for hygiene:

6.5.1 Nappy change bins will have a 'hands-free' lid. Nappy bins will be located out of children's reach, in a child proof cupboard where possible. Nappy bins will be emptied at least daily and more regularly if there are soiled nappies.

6.5.2 Educators will clean nappy change mats and areas after each use and toilet facilities as required and daily.

6.5.3 Educators will practice effective hygiene by utilising the '*Staying Healthy in Child Care*' practices when changing a nappy, toileting or bathing a child, to reduce the spread of infection.

6.6 Considerations for educator safety:

6.6.1 Educators will encourage mobile children to walk to the nappy change or bathing area and consider manual handling and strategies for getting children safely onto the nappy change mat and into and out of the bath.

6.6.2 Where a child is not walking, educators will follow manual handling practices to lift and carry the child to the nappy change mat or bathing facility.

6.6.3 Educators are encouraged to use detergent and warm water for cleaning as recommended by the '*Staying Healthy in Child Care*' practices.

7. ROLES AND RESPONSIBILITIES

7.1 Approved Provider

- Ensure that obligations under the National Quality Framework are met.
- Ensure this policy and related procedures are implemented and reviewed.
- Ensure the nominated supervisor and co-ordination unit have access to appropriate resources for the development, implementation, training and ongoing management of this policy and its related procedures.
- Ensure educators registered with Camden Council FDC have a residence or approved venue with adequate nappy change, bathing and toileting facilities and a residence risk assessment for managing effective supervision and safe and hygienic practices.
- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees and charges and/or significantly impact the service's education and care of children or the family's ability to utilise the service.

7.2 Nominated Supervisor

- Complete responsibilities as delegated by the Approved Provider.
- When conducting an assessment of the FDC residence, consider the safety and accessibility of nappy change, toileting and bathing facilities and hygiene implications such as the proximity of hand washing facilities to the nappy change and toileting area.
- Ensure educators have undertaken a risk assessment and identified how they will manage risks related to the nappy change, bathing and toileting facilities including supervision and the privacy of children.

- Develop and implement policies, procedures, and training with FDC educators to ensure nappy change, toileting and bathing procedures that support children's safety, protection, relationships, and learning.
- Ensure educators are familiar with this policy and procedures and are implementing these practices.
- Ensure educators have a written daily routine and consider how they will manage adequate supervision of all children whilst changing nappies and toileting children.
- Ensure educators are implementing safe practices such as using detergent and warm soapy water for cleaning and ensuring nappy bins and cleaning products are inaccessible to children.
- Ensure educators are using nappy change and toileting routines as opportunities to interact with children, strengthen relationships and guide children's independence.
- Ensure educators communicate with families about nappy change and toileting on a daily basis.
- Ensure educators notify a child's family and the co-ordination unit as soon as practicably possible following an incident that requires a child to be bathed, and are completing incident reports for these occurrences and sending them to the co-ordination unit to be kept on the child's file.

7.3 Coordination unit

- Ensure they follow Camden Council FDC policy and procedures and implement and maintain all requirements under these and as directed by the nominated supervisor.
- Ensure educators implement this policy and procedures and have strategies in place for managing supervision.
- Ensure educators are implementing safe and hygienic practices and that appropriate strategies are in place for keeping nappy bins inaccessible to children and storing cleaning products.
- Encourage educators to use detergent and warm water for cleaning, and ensure cleaning products and nappy change bins are inaccessible to children.
- Monitor and ensure educators practices and environments align with this policy and related procedures, and all required actions are in place.
- Ensure educators understand nappy changing and toileting procedures and are implementing good hygiene practices for themselves and the children.
- Monitor educators' daily routines and their management of supervision during routine times, support educators to manage their daily activities to ensure supervision is adequate for all children across the day.
- Provide information and support to educators regarding strategies for transitioning children from nappies to toileting including signs of readiness.

- Encourage and support educators to support children's autonomy and independence.
- Ensure educators have the *Nappy Change* procedure on display.

7.4 Educators

- Implement this policy and related procedures.
- Display the *Nappy Change* procedure.
- In the educator residence risk assessment outline where and how nappy change, toileting and bathing will be carried out, including strategies for maintaining hygiene, safety, and supervision.
- Use detergent and warm water for cleaning.
- Ensure the safe storage of cleaning products and ensure suitable access to all the resources needed for nappy changing, bathing and/ or toileting.
- Implement systems to ensure that soiled clothing and soiled nappies are disposed of or stored in a location children cannot access.
- Implement appropriate hygiene practices in relation to hand washing, toileting, nappy changing and cleaning of equipment. Role model correct hand washing.
- Plan for how supervision will be maintained during nappy change and toileting routines and when required to bath a child. This will include:
 - Ensuring there is convenient access to nappy changing, hand washing and toileting areas.
 - Providing children with access to toilet facilities at any time of the day according to individual needs.
 - Managing supervision at all times of the day.
 - Ensuring required equipment is available and within reach prior to beginning a nappy change.
 - Never leaving a child alone on a change table and always maintaining physical contact with the child.
- Engage in interactions during nappy change, bathing, and toileting that:
 - Are positive, patient, focused and encouraging.
 - Uses positive language that is responsive to the child.
 - Supports children to take their time without pressure.
 - Is responsive to children's cues and allows them to be active participants in the process.

- Organise spaces:
 - To ensure that routine activities (such as toileting, nappy changing, eating, and sleeping) promote positive interactions and opportunities for learning.
 - With consideration for how the environment is designed and set up to be inclusive and promote competence.
 - With consideration to the privacy of children.
- 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.
- Be sensitive to individual children's needs and styles, and tailor individual nappy change and toileting procedures to each child.
- Prompt children by asking or reminding them about using the toilet.
- Always be positive about toilet training so that your encouragement is reinforced in your language and actions.
- Be respectful and sensitive to children's dignity and rights to privacy.
- Discuss children's individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive.
- Provide information to families regarding children's nappy change and toileting patterns.
- Notify the family and co-ordination unit of incidents requiring a child to be bathed, complete an incident report, and send it to the co-ordination unit to be kept on the child's file.

7.5 Families

- Provide an adequate supply of nappies and spare clothes for their child each day.
- Share relevant information with educators, including any practices in the home that can be supported in the FDC environment.
- Provide comfortable clothes that are easy for the child to pull down and up.
- When the child is transitioning from nappies to toileting provide several changes of clothes each day especially pants and underwear.

8. INDUCTION AND ONGOING TRAINING

- 8.1 Information will be shared with relief educators on induction and as relevant to the environments that they are working in, their shift responsibilities and the children in their care.

- 8.2 Induction will be implemented prior to all educators being registered with the service, and annually at the time of re-registration, focusing on this policy and related procedures.
- 8.3 Induction and ongoing training will be implemented for all FDC staff, focusing on this policy and related procedures.

9. MONITORING, EVALUATION AND REVIEW

- 9.1 This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every three years.
- 9.2 Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
- 9.3 In accordance with regulation 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

10. SOURCES AND RESOURCES

- [ACECQA Toileting and nappy changing principles and practice](#)
- [Rights of the Child](#)
- [Supporting young children's rights: Statement of Intent](#)
- [Australian Human Rights Commission](#)
- [Staying Healthy 5th Ed](#)

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RELEVANT LEGISLATIVE INSTRUMENTS: *Children (Education and Care Services) National Law (NSW)*
Disability and Discrimination Act 1992
Education and Care Services National Regulations
National Quality Standard | ACECQA
Child and Young Persons (Care and Protection) Act 1998
Work Health and Safety Act 2011

RELATED POLICIES, PLANS AND PROCEDURES: Bathing procedure
Dealing with infectious disease policy
Enrolment and orientation policy
Interactions with children policy
Nappy Change procedure
Providing a child safe environment policy
Toileting procedure

RESPONSIBLE DIRECTOR: Director Sport, Community and Activation

APPROVAL: General Manager through the Executive Leadership Group.

HISTORY:

Version	Approved by	Changes made	Date	EDMS Number
1	ELG	New	23/06/2022	22/310033