

Intimate care Policy

All staff work alongside parents when their child is ready to potty/toilet train. We will offer support and advice and discuss any special requirements needed.

- All staff member who help children with toilet training is DBS checked and qualified in a Level 2 plus in childcare unless the trainee is under supervision. If staff is waiting for their DBS check they are not permitted to help children with their toileting or nappy changes.
- No students or volunteers who are not employed by Little Learners are permitted to help children with toileting needs.
- All staff will be informed of any children potty training and discuss their individual needs; this is so that staff on early and late shifts are informed.
- Parents must inform us of their requirements during the potty training period; this is so we can follow the same routine.
- We ask parents to supply a few outfits just in case their child has an accident.
- We advise parents to supply clothes with elasticated waists to make it easier for their child when pulling their bottoms up and down.
- Children are asked throughout the session if they need to use the potty or toilet.
- Gloves and aprons are used at all potty times, including when the children have accidents.
- We encourage the children to use toilet tissue and wipe themselves but we will support where needed.
- We encourage the children to flush the toilet and wash their hands afterwards.
- When clothes are wet or soiled we put them into nappy sacks and send them home, or if soiled and we cannot get them clean then we throw them out.
- All staff change their gloves and aprons (if worn) for every child to prevent cross infection.
- Staff then wash their hands and use the antibacterial gel, in between changes.
- Staff must accompany all children when using the bathroom.
- A child will not be 'told off' for having an accident, we are supportive and reassuring to the children.
- As part of school readiness, we try to encourage that all children to be in pants, at least the term before starting school.

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Nappy Changing Policy

Employees Little Learners makes the most of nappy changing times by singing and talking to the children on a one to one basis, it's a great chance for adults and children to interact.

- Children must never be left unattended on the changing mat
- Employees use disposable gloves and aprons to prevent cross infection for each nappy change (by choice)
- The changing mat is cleaned after each child to prevent cross infection using paper towel and mild disinfectant/antibacterial spray
- Wet or soiled nappies are placed into a scented nappy sac then into the nappy bin located in the Bunnies or Hedgehogs changing area (yellow clinical waste bag)
- During each nappy change, it is important that staff wash their hands.
- If the children's clothes get soiled, we rinse them through and put them into a nappy sac unless they are too soiled they will be thrown away.
- Only staff who had an enhanced DBS check are to change nappies or children's clothes.
- Students on placement long term, may change nappies with supervision, only if they have an enhanced DBS check either done by Little Learners or their college.
- We use nappy cream and wipes provided by us, unless parents have requested us to use their own, or a child has reached 3 years old and in receipt of 3 year old funding.
- We do have a set time in the routine to change nappies but we also change them as and when needed.
- All nappy changes are recorded with the date and time, and whether it was soiled or wet, this is recorded on nursery in a box, child's diary section.

Staff must

- Make sure you have each child's nappy, wipes, and cream ready when changing a nappy, this is to ensure the child is never left unattended.
- Before putting the child on the changing mat, be prepared by wearing gloves and apron
- If gloves are worn they must be changed after every child and wash you hands.
- The changing mat must be cleaned with antibacterial spray and paper towels after each child has been changed
- Nappies / wipes / gloves must be put into a nappy sac and place into the nappy bin by the changing unit.
- The child's name, date and time, along with if the nappy was wet or soiled must be recorded on the child's online diary. The system records the staff member who is uploading the information to the children's diaries.
- Nappy bins have a yellow sack, and at the end of the day put in the yellow bin outside.
- The information is shared with parents on parent admin.

Help and advice for potty training:

ERIC: [Potty training: how to start & best age to potty train - ERIC](#)

[Help for early years providers : Toilet training](#)

Little Learners will support all families when potty training.

This policy was updated by Vicky George ~ Manager January 2025 v.George

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