

## Potty Training/Toileting Procedure

**Either the parents/carers or the child's key person will establish the appropriate time to begin potty training. When the child is indicating that he/she is ready to take this important step. The following guidelines will be observed:**

- The staff member will inform other staff members they are going to change a nappy
- A member of staff will take the child to the toilet area and show him/her the potty and ask if he/she would like to sit on it
- If the child wants to go to the toilet, place him/her on the potty or toilet. Praise the child for sitting and if the child accomplishes, praise them again for achieving this
- Once finished give the child some tissue to wipe him/herself and ask them to place the used tissue in the potty. Wearing disposable gloves and an apron, check that the child is clean and help where necessary.
- Take the child to the sink to wash his/her hands using warm water and soap. Give the child a disposable hand towel to dry his/her hands or demonstrate use of the hand dryer. Put the used towel in the bin and return the child to his/her room
- Return to the potty, put disposable gloves on, flush the contents of the potty down the toilet then wash and clean the potty using antibacterial spray and a disposable cloth
- Finally wash your hands using warm water and soap then sterilise them
- Never force a child to sit on the potty and make sure that the child is calm and relaxed before attempting to potty train. If necessary, talk to the child and read them stories to relax them whilst using the potty/toilet
- Ensure that children are comfortable going to the toilet and any additional support is given including hand washing and fastening or unfastening items of clothing. This leap of independence should be encouraged with positive reinforcement.
- If a child goes to the toilet/potty, and the staff member helps to wipe their bottoms, this is logged on a toileting chart.
- Children in Bumblebees and Dragonflies should be encouraged to be as independent as possible when going to the toilet. However, assistance will be given if needed.
- If a child requires a complete change of clothing the bathroom door is left open, the staff member assisting the child informs the rest of the staff team that they are in the bathroom. It is then logged on to a "change of clothes" form and signed by the person who changed them.
- Only staff with a DBS may be with the children in the toileting area
- Staff never close the door whilst they are in the bathroom with the children

## **Nappy Changing Procedure**

Nappy changing for a child is a positive and happy experience. The child's privacy is always respected throughout the nappy change but the door to the changing room is never closed, (unless in Ladybirds where the safety of the babies needs to be taken into consideration, however the room has glass window all around enabling a view for other staff at all times) When going to change a nappy the staff member must make other staff members aware.

**Please remember that the child should never be left unattended whilst on the changing mat, even for the briefest of moments. If you have forgotten something you need to call another member of staff if possible or take the child with you.**

This procedure is always followed for each nappy change:

- Wash and dry hands, put on apron and gloves
- Make sure you have the appropriate nappy to hand
- Check for wipes or cotton wool and water (child's changing bag)
- Place child on the nappy mat
- Clean the baby's bottom using wipes or cotton wool, wiping from front to back.
- If baby's bottom is sore, put cream on (check creams first)
- Put on a clean nappy
- Take the child down from the changing mat and wash/wipe their hands if needed
- Remove apron and gloves and dispose of in the bin
- Place nappy bag in syngeneic unit
- Spray changing mat with antibacterial spray and wipe down
- Wash hands using sterilising soap
- Put all the equipment away in proper place
- Update child's daily record sheet and log on the nappy chart

**Please remain vigilant during nappy changes to look out for signs of unexplained marks, bruises and changes of behaviour.**

**Reviewed by Clare Hayes and Amelia Carey**

**Reviewed March 2020**

**Next Review date March 2021**