Harvey Bears Nursery and Preschool
Toileting, Nappy Changes and Facilities

Date of last review	September 2026
Signature of registered provider	*C. Hall* Committee Chair

At Harvey Bears Nursery and Preschool, we follow strict procedures for changing the nappies of our younger children whilst supporting the older children to go to the toilet independently.

Children going to the toilet

We work alongside parents when children are toilet training. Parents have different methods of toilet training so we will go along with these methods so as not to confuse the child. We never comment to the parent about their wishes, unless advice is sought.

We encourage children to take an interest in using the toilet/potty; they may just want to sit on it and chat to a friend and we never comment negatively if a child has an accident when toilet training. Older children are given the opportunity to access the toilet when they need to and are encouraged to be independent, helping with their school-readiness.

Although we encourage the children to become confident in using the toilet unaided, it is essential that the children are kept safe and their individual needs must be met.

Children requiring the toilet need to be supervised and staff need to be aware that they have left the main playroom. Staff need to follow them to ensure they go into the toilets and can independently use the toilet / potty with confidence.

A member of staff will remain close to the toilet area, not standing over them, but within sight of the children to ensure that their needs are met effectively and to assist the children as necessary, ensuring they don't leave the toilets with wet or soiled pants. The staff member will also be available to ensure that the children don't emerge from the toilets having not wiped their bottoms properly. Any child who has done a poo must be wiped properly by a staff member.

Children will be encouraged / assisted to wash their hands using soap and water after using the toilet to ensure they have washed their hands sufficiently to avoid any risk to their health and wellbeing.

Children should be allowed a short time to play as they explore the water, providing they are not flooding the bathroom.

Staff must empty, clean and sanitise the potty when it has been used to ensure it is clean and safe for another child to use without risk of contamination from one child to another, helping keep all children safe and free from any harm.

Nappy Changes

Our staff all take part in changing times for all children who are in nappies or pull-ups and change nappies in the morning and afternoon, unless necessary at another time. All types of nappies are accepted at Harvey Bears and each child has their own named bag to hand with their own nappies (or pull-ups) and wipes.

Children are changed within sight or hearing of other members of staff. If changed in the JR room the door and hatch is always left open.

The changing area should be clean and warm.

Staff never turn their back to a child on a changing unit and are gentle when changing; we avoid pulling faces or commenting on the nappy contents to the child. Staff do not make inappropriate comments about children's genitals whilst changing.

Our staff wear disposables gloves and aprons and prepare the area before they start changing. All staff are aware of hygiene procedures and carry these out when changing a nappy.

Soiled nappies are bagged immediately and placed in the bin outside, wet nappies can be placed in the bin un-bagged. Cloth nappies, children's own pants are bagged and placed in the child's bag.

We have a duty of care towards all children, if children are left in a soiled or extra wet nappy this is a form of neglect and may constitute the start of disciplinary procedures.

Toilets / Changing Facilities and Hygiene Procedures

- We use a nappy changing table with steps that the older children / toddlers can climb on themselves with support from the staff. Smaller babies / toddlers can be lifted by a member of staff. If the children are not comfortable climbing the steps themselves, and are too heavy for the staff to lift, we have a changing mat on the floor to use instead.
- Changing mats are cleaned and sanitised after every nappy change, and staff change their gloves and aprons after each child.
- Staff never turn their backs on a child on the changing table and shout for help if needed.
- If clothes are wet, they are bagged and placed in the child's bag.
- Natural ventilation is used in the changing area.
- Paper towels and soap are provided, and children are told to wash their hands after visiting the toilet. Explanation is given as to why this is necessary.
- Children's toilets are cleaned when necessary and deep cleaned at the end of the session.
- Children who have an accident; have their clothes put in a plastic bag, which is sent home.
- Children's hand basins are cleaned throughout the day and whenever soiled. Separate cloths are used to clean basins etc. and are not the cloths used for the toilets.
- Toilet flush handles are disinfected daily.
- Mirrors and tiled splash backs are cleaned daily.
- Bins are provided for hand towels and emptied daily.
- Staff who clean toilets, potties etc. wear gloves.
- Floors in children's toilets are washed as and when necessary and a wet floor sign displayed.
- Spills of bodily fluids are cleared and mopped as soon as possible.
- Mops are rinsed and wrung after use and stored upright.
- Mops for the toilets are kept separate and used water is discarded safely.

Policy Review

These policies and procedures are a working document and can be added to and changed as and when necessary.

This policy will be reviewed annually or when an incident occurs or there are new local or national policies and procedures. The review process will be led by the registered provider and the DSL and include all those working in the setting.