Early Years Services - QA 2.11 Nappy Changing and Toileting

TRIM Reference:	D15/32929	Due for Review:	4 October 2026
Responsible Officer:	Coordinator Early Years		

Purpose

This policy outlines Surf Coast Shire Council's commitment to prevent the risks and spread of diseases transmitted by faeces and other bodily fluids through nappy changing, toileting or toilet training of children. Many diseases are spread by faeces, urine or other bodily fluids. Efficient changing and disposal of soiled nappies significantly reduces the risk and the spread of diseases transmitted by faeces and bodily fluids.

Policy Principles

Evidence of link to National Quality Standards: 1.1.3, ~~2.1.2, 2.1.3~~, 2.1, 3.1.1, 3.1.3, 5.1.1, 5.1.2, 5.2.3
Evidence of link to Education and Care Services National Regulations: 109,112
Victorian Children's Services Regulations 2020
Child Safe Standards: 1, 2, 6, 11

Scope

This policy applies to all staff/educators in Surf Coast Shire Council Early Years Services to minimise the spread and risk of infectious diseases between children and staff/educators by ensuring nappy changing and toileting is conducted with safe hygiene practices.

Policy

All staff, volunteers, students, families at Surf Coast Shire Early Years Services must ensure that the safety, health, wellbeing, rights and best interests of children are the paramount consideration in all interactions and activities involving children.

Educators will ensure toileting and nappy change routines are conducted in ways that maintain hygiene standards, with interactions that are warm and responsive and support children's learning in a safe and positive environment.

Dignity and Rights of the Child

Surf Coast Shire Council Early Years Services respect the rights of children as stated in the United Nations Convention on the Rights of the Child (1989) and commit to advocating for these rights. In relation to this policy, Early Years Services will ensure that the rights and dignity of each individual child is respected through ensuring:

- Communication with families about toileting and nappy changing routines, and recognising and respecting individual cultures and differences.
- That children's need for privacy during toileting and/or dressing and undressing time is respected.
- Children are supplied with clean, appropriate spare clothes when needed.
- C~~Allowing c~~hildren are allowed to take their time, avoid pressuring them.
- Being sensitive to individual children's needs and styles and tailoring individual nappy change and toileting procedures to each child.

Collaborating with families

- Maintain toileting consistency between home and a service where possible
- Working with families to pick up on readiness cues will maximise children's chances for success. This is

- Discuss cultural practices and beliefs and how they align with service policies and procedures.
- Staff might encourage families to provide children with clothes that assist them to toilet independently eg. elastic waisted pants.

Supervision

Surf Coast Shire Council Early Years Services will effectively supervise children undertaking nappy changing and toileting routines by:

- Planning for supervision of children during nappy changing procedures – to provide close supervision in this higher risk situation on a nappy change table.
- Planning for the adequate and appropriate supervision of children during toileting procedures – taking into account the level of independence appropriate to the child's age and support needs of each individual child.

Facilities

Surf Coast Shire Council Early Years Services ensure that adequate and appropriate facilities are in place (as per the Education and Care Services National Regulations 2011) to hygienically and safely undertake nappy changing and toileting procedures.

Nappy Changing Procedure

To minimise the risks and the spread of infectious diseases that are transferred by faeces and other bodily fluids through changing nappies of infants and non-toilet trained children:

- Talk with families about routines at home and the child's preferred schedule to provide consistency.
- Children are to be supervised at all times when on a nappy change table
- Physical contact or a constant hand is to be maintained on the child while they are on the change table~~.~~
- Have a separate area specifically for nappy changing with hand washing facilities in the immediate vicinity.
- Ensure that everything required for nappy changing is ready before the procedure is commenced.
- Explain to the child why a change of nappy or clothes is needed.
- Interact with children in a positive way about nappy changing.
- Use nappy changing as an opportunity to engage in one to one interaction.
- Change nappies frequently to ensure health, hygiene, privacy and comfort are maintained.
- Ensure other children in the service are adequately supervised when changing a child's nappy.
- Encourage a walking child to walk to the change area and if available/applicable assist them to use approved stable steps to climb up or descend from the change area (under close supervision at all times).

Nappy Changing Process

- Wash your hands.
- Wear disposable gloves for all nappy changes.
- Remove the child's nappy and soiled clothes.
- Place soiled disposable nappy in a closed bin lined with a plastic bag.
- Place soiled cloth nappies (where used) or clothes in a sealed plastic bag and send home with family at the end of the day.
- Clean the child's bottom, wiping from front to back with a moist disposable wipe and dispose into a plastic bag.
- Dispose of all contaminated material in a closed bin lined with a plastic bag.
- Keep all wipes, soiled nappies and clothes inaccessible to children.
- Put on a clean nappy on the child
- Remove gloves before you touch the child's clean clothes, by peeling them back from your wrists; do not let your skin touch the contaminated surface of the gloves, dispose of gloves in a plastic bag to minimise cross infection.
- Wash your hands
- Dress the child.
- Wash child's hands, take child away from change table or area, and clean the change mat or surface with appropriate disinfectant after each nappy change.
- Wash your hands using the hand washing guidelines. (Refer to *Early Years Child Safe Environment Policy and Procedure*.)

Toileting

- Appropriate facilities must be available to support children's access to toilet and hand washing facilities e.g. stable steps.
- Consideration must be given to provision of suitable facilities for children with additional needs.
- Facilities should be conveniently accessible by children from both indoor and outdoor spaces.
- Adequate supervision must be maintained while children access toilets with a level of independence that is appropriate for their stage of development. Consideration for a child's privacy should be respected if requested, whilst maintaining adequate supervision.
- Separate individual cloth towels or paper towels must be available for hand washing after toileting.
- Kitchen sinks are not to be used for hand washing after toileting.
- Staff/educators must assist/supervise children to wash hands after toileting until they develop appropriate skills. Use the hand washing guidelines techniques (Refer to *Early Years Child Safe Environment Policy and Procedure*).
- Encourage children to flush the toilet after each use.
- Use a toilet in preference to a potty chair. Using a potty chair increases the risk of the spread of diseases.
- Taps should always be close by in the environment. When taps are not available for hand washing use alcohol based wipes to wipe children's hands. Always follow up with proper hand washing as soon as practicable.

Use the following guide for toilet training:

- Consult families on any toileting issues relating to their child.
- Ask families to supply a few clean changes of clothing.
- Approach toileting in a calm manner.
- Remind and assist children to use the toilet as needed.
- Place any soiled clothes in a sealed bag for families to take home, and keep inaccessible to children.
- Assist the child to use the toilet and positively support their efforts.
- Respond calmly to toileting 'accidents'.
- Assist the child to wash their hands and wash your own hands.

If a potty chair needs to be used - after each use:

- Wear disposable gloves.
- Empty potty into toilet.
- Wash potty and surrounds with warm soapy water using a cloth or brush that is only used specifically for this purpose.
- Do not rinse or wash potty in a sink used for hand washing.
- Assist children to wash their hands
- Wash your own hands, after any contact with faeces, urine, vomit or any other body fluids.

Definitions

Not applicable.

Related Procedure

Nil.

References

Related Surf Coast Shire Council and Early Years Services Policies

D14/105435	Early Years Infectious Diseases Policy
D15/35312	Early Years Child Safe Environment Policy
D15/33004	Early Years Supervision of Children Policy
D15/35364	Early Years Sustainability Policy

Other References

Staying Healthy in Child Care – Preventing infectious diseases in *early childhood education and care services – 6th Edition* in 2024.~~child care – 4th edition 2005~~

Education and Care Services National Law 2010
Education and Care Services National Regulations 2011
Victorian Children's Services Regulations 2020
ACECQA National; Quality Framework Resource Kit (2011)
A Safe Working Guide for the Child Care Industry GSLS Pty. Ltd. 2003
Childcare Services Handbook 2019 (Department of Education)
Code of Conduct, Early Childhood Australia
Early Childhood Australia Code of Ethics
United Nations Convention on the Rights of the Child
Victorian Early Learning and Development Framework
Early Learning Framework for Australia
My Time Our Place

Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture & Community – 1 April 2014
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