**Policy statement**

No child will be excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

**Procedures**

* Children will be checked by their keyperson periodically throughout each session; during choosing time 9:30 am and 11am.Then again between 1:30pm and 2:30pm and 2:30pm and 3:30pm. – if their usual keyperson isn’t present the practitioner assuming keyperson responsibilities will do the checks or the child’s named buddy. Soiled or wet nappies will be changed, and this will be recorded on a daily sheet in the bathroom area.
* The Manager or Deputy will review and sign sheets at the end of each day to confirm that procedures have been followed.
* Changing areas are clean and safe areas for children to be changed. Children are encouraged to stand up to have their nappy changed however a mat is available if needed, the mat is cleaned before and after each use.
* Disposable aprons and gloves can be used. If it comes to the attention of any key person that a child requires changing at a time between checks, the child will be changed.
* All staff members are familiar with the hygiene procedures and carry these out when changing nappies.
* All staff members are gentle when changing; they avoid pulling faces and making negative comments about ‘nappy contents. Staff members are familiar with specific cleansing procedures relating to boys and girls.
* All staff members have ‘duty of care’ towards children’s intimate personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter. The responsibility of the care routines lies with the child’s designated key person.
* Children are encouraged to take an interest in the toilet, they may just want to sit on it and talk to a friend who is also using the toilet.

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