

# Nappy Change and Toilet Learning Policy<sup>3</sup>

Our goal is to treat all tamariki with dignity and respect during nappy changes and toilet learning. This routine is an opportunity for tamariki to learn about their bodies and self-regulation through intentional conversations and empowerment. The health, safety, and wellbeing of both tamariki and Kaiako are priorities, and we follow Ministry of Education and Public Health guidelines ensuring nappy changing and toileting learning is performed in a hygienic and safe manner.

## Centre Practices

- We have a designated nappy changing area and toilets for tamariki designed to foster independence and wellbeing for tamariki and minimise risk of injury from lifting for Kaiako.
- A nappy changing procedure is displayed in all changing areas, outlining expectations for health, safety, and support.
- All new Kaiako will be trained in this procedure before changing nappies.
- Permanent Kaiako are responsible for changing nappies and supporting toilet learning. Student Kaiako can change nappies under supervision if the child is comfortable. Regular relievers may change nappies if they understand the procedure and the child is comfortable.
- The toilet / changing area is visible from the play area, and the door remains open during nappy changes or toileting. Kaiako must never leave a child unattended when on the nappy change bench.
- Nappy change and toileting supplies (soap, water, wet wipes, paper towels, gloves, nappies, bin) are easily accessible.
- All nappy changes and any concerns are recorded in the 'Nappy and Toileting Chart' (printed from Discover Reports and Checklists). This is available to whānau. Regular communication about the child's progress and any issues is essential.
- Nappies are checked/changed regularly. The toilet area is kept clean and accessible, and cleaners thoroughly clean the area each evening.

## Toilet Learning Procedure

The goal is to foster independence and confidence, with achievements celebrated and messes gently addressed.

- Work together with the child's whānau.
- Each child will follow his or her own time schedule in being ready to use the toilet, our responsibility is to know the signs of readiness.
- Keep toileting routines as consistent as possible.

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<sup>3</sup> Education (Early Childhood Services) Regulations 2008. Reg. 46 and Criteria HS3

- Gather necessary items (wipes, clean underwear/clothes, gloves).
- Encourage the child to express their needs and offer support.
- Encourage the child to use toilet paper to wipe themselves, offering help if needed. Assist the child to clean with wipes and soap and warm water if necessary.
- Offer positive reinforcement and praise, promoting independence and confidence.
- If accidents occur help the child clean up and change into clean clothes, reassuring them. Place soiled clothes in a plastic bag and out of reach of tamariki for whānau to take home at the end of the day.
- Remind the child to wash and dry their hands.
- Clean and sanitise the toilet and any used equipment.
- Dispose of wet wipes and gloves if used in the supplied nappy bin.
- Wash hands thoroughly.
- Document the toileting on the register.

#### **Kaiako Interactions**

- View every nappy change as an opportunity for learning, connection, and development.
- Tamariki are always treated with respect and dignity.
- Attuned to the routine and the child, encouraging self-care skills and understanding.
  - Role model good handwashing practices.
  - Facilitate opportunities for tamariki to be involved in their care and learn to lead their toileting independently.
  - Engage in one-on-one conversations about the process.
  - Provide words and agency for the child (e.g., “Your nappy is heavy and wet. Let’s change it together.”).
  - Encourage active participation (e.g., lifting legs, unstrapping nappy, wiping bottoms).
  - Encourage tamariki to be as independent as possible in accessing the changing area, dressing, drying, deciding when to change nappies, toileting, and washing hands.