

TOILETING AND NAPPY CHANGING POLICY



POLICY STATEMENT

In Accordance with Children Services Regulations, Division 7; Regulations 100, 101, and 109.

Pinemont Pre-School is committed to:

- Respecting individual needs of children.
- Valuing each child's self-esteem and feelings.
- Providing all eligible children opportunities to attend this kindergarten regardless of needs.
- Recognising that each child toilet trains at different ages and developmental stages.
- Approaching nappy changing and toileting as an opportunity to support children's health, independence and self-care.



PURPOSE

Pinemont Pre-School sees the need for a Toileting and Nappy Changing policy for children, including those who regularly wear nappies. The purpose of this policy is to ensure all nappy changing and toileting practices are performed in a safe, hygienic, and respectful way that protects the rights and dignity of all children.

The enrolment of children with additional continence needs (i.e. regularly wearing nappies) will be done in close consultation with all staff.

This policy will provide guidelines for staff and parents to follow when children who attend Pinemont Pre-school regularly wearing nappies, require a nappy change.



PROCEDURES

Pinemont Pre-school requires parents/guardians to inform staff if their child is regularly wearing a nappy before the child attends our pre-school. Parents need to sign an agreement that they allow staff to change their child's soiled nappy, underwear or any item of clothing after a "toileting accident".

Where a parent does not give their consent to staff for the purpose of hygiene to change their child's soiled nappy, pull-up, underwear or clothing, the pre-school may need to contact them or a nominated special person who lives in close proximity to the Pre-school, to urgently change a nappy, pull-up, underwear or clothing. The pre-school requires the parent/guardian to sign this agreement and to nominate and provide details of another nominated person who can be contacted during sessions.

Pinemont Pre-school staff members may not think it appropriate that the child stay in the nappy, pull-up, underwear or clothing until the conclusion of the pre-school session and in that case parent/guardian will be alerted and asked to attend to the child's needs. Where there is a continual toileting issue, the staff will ask the parents/guardians to present a letter from a doctor and an action plan from a professional to assist staff and members of the community in the management of the incontinence.

Pinemont Pre-school will maintain a nappy changing area, including a change table with built in steps, gloves, wipes and other necessary equipment to ensure a safe, hygienic and discrete facility.

Families can support their children with nappy changing and toileting experiences by:

- Engaging in regular communication with educators regarding their child's toileting and nappy changing requirements, preferences, or developmental progress.
- Ensuring that adequate spare clothing is provided for their child to accommodate any necessary changes throughout the day.
- Supplying sufficient spare nappies to meet their child's needs during the entire kinder day.

CHANGE TABLE PROCEDURE

Educators will:

- tell another educator in the room that you will be changing a child's nappy. This allows other staff to then put themselves in a position where they can observe and keep other children away from that area.
- ensure nappy change area is clean and hygienic before changing a nappy.
- check that all supplies needed are ready and within reach.
- assist the child to walk up the steps onto the nappy change table to minimise lifting by educators and to promote children's agency.
- maintain physical contact with the child to ensure their safety during the nappy change.
- assist child to walk down the steps after the nappy change.



SOURCES AND RELATED POLICIES

Hygiene Policy

The approved provider of an education and care service must ensure that:

- (a) adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service; and
- (b) the location and design of the toilet, change table, washing and drying facilities enable safe use and convenient access by the children.



ATTACHMENTS

Nil



AUTHORISATION

This policy was adopted by the approved provider of Pinemont Pre-School on 20/04/2026.

REVIEW DATE: 20/04/2027