

Y Whittlesea

Nappy Changing and Toileting Policy

1. Policy statement

This policy provides guidance to ensure:

- all staff are familiar with the requirements of the children's nappy changing and toileting procedures
- toileting and nappy change routines are conducted in a way that maintains hygiene standards and ensures interactions are respectful, responsive and take into consideration children's individual care needs
- the dignity and rights of each child are always respected
- all staff are aware of their responsibility to practise line-of-sight supervision of educators who are changing nappies or assisting with toileting
- all centres comply with WorkSafe Victoria: Children's services occupational health and safety compliance kit.

2. Scope

This policy applies to children, families, staff, management and visitors of Early Learning and Sessional Kindergarten Centres. This includes volunteers, students on placement and contractors or labour hire employees.

2.1 Requirements

Under the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011, all staff must ensure they are diligent in practising safe and hygienic measures to manage the spread of infectious disease. This includes minimising the risk of spreading bodily fluids and other communicable diseases. Accordingly, educators must act to protect themselves, the child, and others from not only the spread of infection during nappy changing and toileting, but also be aware of the safety and comfort of the child during this process

2.2 Background and information

Supporting children's health, hygiene and safety during nappy changes and toileting is essential. Educators are required to adhere to strict nappy changing and toileting procedures, while also taking into consideration individual children's routine, care and wellbeing needs.

Educators are required to engage and interact respectfully with children while they are having their nappy changed and to let them know what is about to take place. This is an appropriate way to offer consent to young children and ensure their body autonomy is respected.

Educators are required to build supportive, respectful relationships with families and support their parenting choices, values and beliefs. Maintaining consistency between the home and centre has the potential to make the process of nappy changing and toilet training a positive experience for children.

It is also important there is consistency in practice and communication between all educators, and that line-of-sight supervision is practised and no devices such as cameras, phones etc are nearby, keeping children safe from any potential abuse. Educators are required to be vigilant regarding the frequency, duration and/or other patterns of behaviour between educators and children who are in the process of nappy changing or toileting and must report any concerns to the nominated supervisor.

Working with families to notice readiness to start toilet training maximises children's chances for success. This is an opportunity to discuss cultural practices and beliefs and how they align with centre policies and procedures. Educators can encourage families to provide children with clothes that assist them to toilet independently; for example, elastic-waisted pants that are easy to pull up and down.

Educators should consider effective ways to record information about nappy changing and toileting that is tailored to the type of information families are seeking, while recognising that this may be different for every child and family.

3. Responsibilities:

Families

- communicating with centre staff about their child's nappy changing and toileting needs and preferences
- communicating if creams or medication need to be administered after nappy changing or toileting (see the Administering medication policy and procedure)
- providing sufficient spare clothing, in case their child needs to be changed after nappy changing or toileting.
- parents or guardians are not permitted to use or enter the children's bathroom/toilet area with their child unless there are no other children using the facilities. This is to ensure the safety of other children and protect the rights and dignity of children.

Educators/Staff:

- Be responsive to special requirements relating to a child's culture, religion, or privacy.
- Follow Procedures - All nappy changing and toileting must be carried out in line with the Y Whittlesea Nappy Changing Procedure and Toileting Procedure (available as separate documents and displayed as posters in each service). These outline detailed steps to ensure safety, hygiene, and respectful practice.
- Record Keeping - All nappy changes must be recorded in the Nappy Change Register, located near the nappy change bench, for families to view. Educators will also monitor and communicate each child's toileting progress to families, including how often they sat on or used the toilet each day.
- Hygiene and Safety - Educators must maintain appropriate hygiene practices to minimise infection risks, role modelling and promoting healthy hygiene and handwashing practices with children throughout the day.
- Supervision and Respect - Ensure direct and diligent supervision during all nappy changes and toileting. Maintain line-of-sight supervision with other educators to reduce risks of harm or abuse. Respect each child's dignity and rights by providing as much privacy as possible while maintaining supervision.
- Communicate with children about when their nappy will be changed or when they will use the toilet, supporting them to process what is happening. Provide full attention during routines to build respectful, trusting, and caring relationships. Ensure experiences are positive, calm, and relaxed
- Promote Children's Agency and Learning - Educators should use these routines to:
 - Build trusting, caring relationships through one-on-one interactions
 - Support children's understanding of their bodily functions and develop self-help skills, including handwashing, wiping, and dressing
 - Communicate using verbal and non-verbal interactions, responding to children's cues and communication
 - Engage children in age-appropriate activities such as singing or rhymes
 - Encourage a sense of accomplishment and pride as children develop independence
- Specific Staffing Requirements -
 - Nappy changes will generally be carried out by educators; however, students may assist as part of practical training only under constant supervision by a qualified educator.
 - Where possible, a child's primary educator will change their nappy to maintain consistency and trust.
 - Educators under the age of 18 must be directly supervised by an educator over 18 years at all times, in accordance with Regulation 120.
 - A second educator must have a line of site to the child and educator throughout.
- Supporting Toileting:
 - Encourage families to provide clean spare clothing for children learning to use the toilet
 - Support children to practise good hand hygiene and use toilets rather than potties, unless required for mobility reasons
 - Allow children adequate time without pressure, using correct terminology for toileting, and tailoring routines to each child's needs and preferences

Nominated supervisor/Approved Provider:

- providing adequate and appropriate hygienic facilities for nappy changing and toileting
- ensuring nappy changing and toileting areas are safe and do not pose a risk to children
- ensuring nappy change facilities are designed and located to prevent unsupervised access by children
- ensuring that the nappy change facilities are designed and maintained so that line-of-sight supervision can be maintained between educators
- providing adequate supplies for nappy changing and toileting
- ensuring that adult and children's hand washing facilities are located within the nappy change area
- ensuring nappy bins have a 'hands-free' lid and are located out of children's reach

- ensuring nappy change procedures remain compliant and current
- developing systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location that children cannot access
- implementing policies, procedures and training with educators to ensure nappy change procedures support children's safety, protection, relationships and learning
- ensuring documentation to record information about nappy changing and toileting is consistent and monitored
- ensuring nappy change and hand washing procedures are displayed visually and in community languages as appropriate in children's bathrooms and the nappy change area
- providing information to families at enrolment about:
 - use of disposable nappies
 - procedures if their child develops or presents with nappy rash
 - following the Administration of medication policy and procedure, if creams or medications need to be administered, and ensuring that these creams do not contain known allergens
 - providing adequate clothes for children who are toilet training
- ensuring they have taken reasonable steps to consider the health and safety of educators when changing nappies and assisting in toileting, including:
 - providing all educators with a copy of the Manual handling policy
 - creating a work environment where educators feel safe to disclose if they have a medical condition, injury or pregnancy that prevents them from safely changing nappies
 - supporting educators who are pregnant by making suitable staffing arrangements, so they don't feel obliged to change nappies
- ensuring that injuries and medical conditions (inc. pregnancy), are kept confidential, if appropriate.

4. Related policies, procedures and supporting documents:

- [Interactions with Children Procedure](#)
- [Manual handling policy](#)
- Nappy changing register
- Nappy change Procedure
- Toileting Procedure
- [Safeguarding Policy](#)
- [Child safe environment](#)
- [Staying healthy: Preventing infectious diseases in early childhood education and care services \(6th edition\)](#)
- [WorkSafe Victoria: Children's services occupational health and safety compliance kit](#)

5. Legislative and Industry Requirements: [Link](#) to Legislative Compliance Register

- 6. Consequences of breaching this policy:** All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).
- 7. Policy owner:** The GM Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.
- 8. Document Control:** Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate Y People.

Version:	Description of Amendment	Amended by	Date	Release Date
3.0				
2.0				
1.0	Removed from general procedure manual and separated	Rebecca Davis	4/7/25	July 2025