



# NAPPY CHANGE & TOILETING POLICY



## Purpose

Insight Early Learning is committed to ensuring the health, safety, and wellbeing of all children through safe, hygienic, and respectful nappy change and toileting practices. These routines not only prevent the spread of infectious disease but also provide valuable opportunities to foster strong relationships, encourage children’s independence, and support their learning and development.

## Scope

This policy applies to:

- Children
- Families
- Educators and staff
- Volunteers
- Management, Approved Providers, and Nominated Supervisors
- Visitors to the service

## Policy Statement

Nappy changing and toileting are essential daily routines that require safe, hygienic, and developmentally supportive practices. Educators will implement procedures that ensure children’s dignity, comfort, and wellbeing, while maintaining effective hygiene and infection control standards.

## Legislative Requirements

Education and Care National Law	
Regulations	Description
Education and Care Services National Law Act 2010 (Amended 2018)	
Education and Care Services National Regulations 2011:	
103	Premises, furniture and equipment to be safe, clean, and in good repair
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
112	Nappy change facilities
115	Premises designed to facilitate supervision
155	Interactions with children
156	Relationships in groups
168	Policies and procedures
170	Policies and procedures to be followed
National Health and Medical Research Council (2013). <i>Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services</i> (5th Ed.)	

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Early Childhood Australia Code of Ethics (2016)
NSW Work Health and Safety Act 2011
Relevant State/Territory Health Department guidelines

## Relevant National Quality Standard (NQS) Elements

Quality Area 2 – Children’s Health and Safety	
2.1	Each child’s health and physical activity is supported and promoted
2.1.1	Each child’s wellbeing and comfort is provided for, including opportunities for sleep, rest, and relaxation.
2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Each child is protected.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Plans to effectively manage incidents and emergencies are developed, practiced, and implemented.
2.2.3	Management, educators, and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

## Implementation

### Frequency of Nappy Changing and Toileting

- Nappy changes and toileting occur at designated intervals (every 2 hours) and as needed to meet individual children’s requirements.
- These routines ensure children’s comfort, hygiene, and wellbeing.

### Recording Nappy Changes and Toileting

- All nappy changes are recorded in the Nappy Change Register on Playground.
- This ensures transparency, accurate monitoring of patterns, and communication with families.

### Individual Toileting Plans

- Developed in consultation with families to support each child’s cultural background, religious beliefs, needs, and privacy preferences.

### Rituals and Routines

- Educators use these times for positive interactions, conversation, songs, and encouragement of independence and self-help skills.

### Facilities

- Nappy change and toileting areas are designed for privacy, dignity, and supervision.
- Handwashing facilities are accessible, stocked, and supported by visual reminders.
- Facilities are cleaned and disinfected regularly.

### Supervision

- Children are individually supervised during nappy changes.
- Educators remain in close proximity during toileting while respecting privacy and dignity.

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## Nappy Change Procedure

- Educators follow a systematic process prioritising hygiene, comfort, and infection control.
- Disposable gloves, cloths/paper towels, and correct disposal methods are used at all times.

## Information for Families

- Families are informed of nappy change and toileting practices at enrolment.
- Guidance is provided on nappy rash prevention, use of creams (with authorisation), and communication around needs.

## Nappy Rash Cream

- Applied only with parental authorisation through an Administration of Medication form.
- Educators follow hygiene and safety procedures when applying.

## Disposal of Nappies

- Nappies disposed of in “hands-free” lidded bins, emptied at least daily.
- Cloth nappies are encouraged where possible.

## Toilet Training

- Managed in consultation with families, with patience, respect, and hygiene practices maintained.
- Soiled clothing is hygienically bagged and returned to families.

## Hygiene Practices

- Educators role-model and encourage handwashing for both children and staff.
- Visual reminders are displayed in toileting and nappy change areas.

## Manual Handling

- Educators encourage children to walk independently when possible.
- Safe lifting techniques are used to prevent injury when carrying children.

## Related Policies

- Hand Washing Policy
- Health and Safety Policy
- Supervision Policy
- Dealing with Infectious Diseases Policy
- Family Communication Policy
- Interactions with Children, Families and Staff Policy

## Review

This policy will be reviewed annually or as legislation, regulations, or best practice changes.

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