The Lloyd Williamson Nurseries

Nappy Changing Policy

2026-2027

Updated by Ramona Cristea and Lucy Meyer
Date: 14.10.26
Due for Update: October 2027

No child is excluded from participating at the Lloyd Williamson Nurseries 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 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. All children are treated with dignity, care and compassion during nappy changing/toileting. Staff will ensure this time is relaxed; they do not make negative comments about nappy/potty/toilet contents. LWS aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it. Where children are in pull-ups, we will remind them at frequent intervals to use the toilet. If a child is in nappies, these will be changed as necessary.

Procedures for children that are toileting or potty training

- We will maintain each child's privacy
- All staff are familiar with the hygiene procedures and carry these out when toileting children.
- During toileting staff will interact with the child, and if upset will reassure and comfort them. They will praise them verbally throughout the experience.
- Staff will wear protective gloves and apron when supporting children during toileting. These will be disposed of after each use.
- Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.
- Staff will remind children to use the toilet/potty regularly
- Toilet and flush handle is wiped down with antibacterial wipes/spray after each child has used the toilet or potty.
- All children will be encouraged to adopt good personal hygiene by washing their hands properly.
- The nursery will provide visual reminders to show good hand washing practice.

- Staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing task.

- Activities and routines will also include reminders about the need for good personal hygiene.

- Only staff members with DBS Enhanced Disclosure clearance will undertake toileting duties.

- Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child.

Procedures for nappy changing

- We will maintain each child's privacy

- During nappy changing staff will interact with the child, and if upset will reassure and comfort them. They will praise them verbally throughout the nappy changing experience.

- All staff are familiar with the hygiene procedures and carry these out when changing nappies.

- Staff will wear protective gloves and apron when changing nappies/pull ups. These will be disposed of after each use.

- Nappy changing will take place throughout the session at timed intervals, also as and when required. Children will also be checked periodically and changed as needed.

- Nappy changing areas are located in classrooms in view of all staff. Changing areas must not be visible from the road.

- Where possible, key workers change their own key child's nappy. If this is not possible, another member of staff (with whom the child is familiar/comfortable with) will undertake this task.

- Key persons are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.

- Key persons ensure that nappy changing is relaxed and a time to promote independence in young children.

- All children are changed in the room on the changing table/mat.

- The changing mat is wiped down with antibacterial wipes/spray after each nappy change.

- Staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing task.

- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.

- All used pull-ups and nappies will be disposed of in the on-site nappy refuse bin and removed daily.
- All nappy changes will be recorded in our changing records.

- Only staff members with DBS Enhanced Disclosure clearance will undertake nappy changing.

- Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child.

- Nappy changing instructions are clearly displayed next to all changing areas.

Updated by

Lucy Meyer 14.10.2026