



NAPPY CHANGING AND TOILET TRAINING POLICY

December 2025

Review: December 2026 (or when required)

Statement:

Kidzproof Ltd fully supports children in their toilet training process and understands that all children are unique and develop at different stages. We support families with children with Special Educational Needs and understand that some children with needs may require nappies. We do not require children to be toilet trained before joining the setting.

Procedure:

- Please read this policy in conjunction with our Safeguarding Policy;
- The cleanliness of the bathroom area accessed by the children is every member of DBS-checked staff's responsibility.
- The bathroom should regularly be checked and kept clean throughout the day;
- When staff are changing nappies or assisting children in the bathroom the door must be left slightly open for safeguarding, if visitors are in the building or outside the front door then the door should be kept closed.
- Staff must wear white gloves/aprons when changing nappies, assisting children in toilet training, cleaning the bathroom or dealing with other bodily fluids;
- Potties/adapted toilet seats will be cleaned after each use using disinfectant and paper towel;
- We have a nappy changing mat in the disabled toilet, this must be cleaned after each use using disinfectant and blue roll;
- Partnership between key persons and parents/carers can establish effective communication on how the child likes to be changed to support children's sense of self;
- Children's clothes which may be soiled shall be wrapped in a plastic bag and left in the child's bag;
- We will support parents with potty/toilet training and will regularly remind and take children to use the toilet/potty. However, this is a partnership, and we will not be responsible for doing this on our own. We will also voice our opinion if we feel a child is not yet ready;
- When your child is potty training, please ensure there are plenty of spare underpants and trousers/skirts in their bags along with nappy sacks for sending home soiled clothing