

## 1. POLICY CERTIFICATION

Policy title:	<b>Crèche – Nappy Changing and Toileting Policy</b>
Policy number:	<b>FACS010</b>
Category:	<b>Policy</b>
Classification:	<b>FACS</b>
Status:	<b>Approved (26/06/2013 OCM)</b>

## 2. PURPOSE

This Policy provide guidelines close cooperation with parents to ensure that toilet training and toileting are positive experiences for the children both at home and at the Crèche; and, a calm, positive and affirming response to toileting accidents.

## 3. POLICY STATEMENT

Roper Gulf Regional Council recognises the importance of correct hygiene principles in minimising the spread of disease during nappy changing and toileting. Roper Gulf Regional Council, through the crèches understands the need to provide satisfactory hygiene whilst educating children in the correct manner in which to use toilet facilities.

## 4. ORGANISATIONAL SCOPE

This policy applies to Crèches run under Roper Gulf Regional Council.

## 5. DEFINITIONS

Crèche	is a day care centre where child care educator will take care of children in place of their parents
RGRC	Roper Gulf Regional Council

## 6. PRINCIPLES

- Children’s need for privacy during toileting, dressing and undressing times are respected at all times.
- Childcare Educators use nappy changing as an opportunity for one-on-one interaction (e.g. talking, singing) with the child.
- Childcare Educators respond to toileting accidents calmly and positively, and encourage children in their efforts to become independent.
- Childcare Educators consult with the parents to obtain information on each child’s toilet training readiness and routine at home and implement these routines to ensure consistency between home and the centre. These details are documented in the child’s individual developmental file.

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- Currently the Crèche provides nappies, however in the future parents/ guardians may be asked to provide their own.
- The Nappy Change Procedure and the Toileting Procedure are displayed in the nappy-change and toilet areas, respectively.
- Childcare Educators follow the correct Nappy Change Procedure and the Toileting Procedure.
- The Hand washing Poster – NHMRC is displayed in relevant areas of the Centre, such as bathrooms, nappy change areas and food preparation and serving areas.
- Hand washing posters depicting children are displayed at children’s eye level above children’s hand basins throughout the Centre.
- Childcare Educators model correct hand washing procedures to children, and intentionally teach them these procedures. They remind children to wash their hands every time after toileting.
- Childcare Educators show/remind children how to flush the toilet.
- Older children can access the toilet at will. Childcare Educators are alert to the signs of younger children needing toileting.
- Infant nappy changes are recorded on the Nappy Change Chart – Infants and toddlers changes are recorded on the Nappy Change Chart – Toddlers. This information is made available to parents each day, and the charts are filed for future reference.
- Childcare Educators ensure infants and toddlers in nappies always wear clothing over the nappies to minimise any risk of spreading infection.
- Childcare Educators regularly check that the toilet areas are clean and ensure that the dispensers have sufficient toilet paper and soap.
- Childcare Educators receive training in correct nappy changing and toileting procedures, and the topic is a frequent agenda item in team meetings.

**7. ADDITIONAL SAFE PRACTICES FOR BABIES**

Babies are never left unattended on the change table, and the Childcare Educator keeps one hand on the baby at all times the baby is on the table.

**8. RESPONSIBILITIES OF PARENTS**

- To provide the Crèche with sufficient nappies/underwear each day for their infant or toddler.
- To provide the Crèche with information about their child’s toilet training readiness and routine at home to /Childcare Educators to ensure consistency between home and the Crèche.

**9. REFERENCES**

<p>Acknowledgements (original author/source documents)</p>	<ul style="list-style-type: none"> <li>• Child Protection Act NT 2009</li> <li>• Children’s Services (Child Care) Regulations 1998</li> <li>• Occupational Health, Safety and Welfare Act (1986)</li> <li>• <u>Staying Healthy in Child Care - Preventing infectious</u></li> </ul>
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	diseases in child care 5 <sup>th</sup> Edition <ul style="list-style-type: none"> <li>National Quality Standard 2011</li> </ul>
Related Policies	
Related Publications	
Relevant Documents	<ul style="list-style-type: none"> <li>Nappy Change Chart – Infants</li> <li>Nappy Change Chart – Toddlers.</li> <li>Nappy Change Procedure</li> <li>Toileting Procedure</li> <li>Hand washing Poster – NHMRC</li> </ul>
Relevant Forms	<ul style="list-style-type: none"> <li>340-012 Crèche Enrolment Form</li> </ul>

**10. DOCUMENT CONTROL**

Policy number	<b>FACS010</b>
Policy Owner	<b>Family and Community Services</b>
Endorsed by	<b>OCM</b>
Date approved	<b>26/06/2013</b>
Revisions	
Amendments	
Next revision due	<b>October 2015</b>

**10. CONTACT PERSON**

Contact person	<b>Manager Governance, Corporate Planning &amp; Compliance</b>
Contact number	<b>08 8972 9000</b>