



Newton Early Years Centre **Toileting and Nappy Changing Policy**

Introduction:

Newton Early Years Centre is committed to ensuring that all children receive safe, respectful, responsive and dignified support with toileting and personal care needs.

We recognise that toileting and nappy changing are important aspects of children's health, wellbeing, learning and development. These experiences should promote children's dignity, privacy, independence, confidence and wellbeing whilst maintaining the highest standards of infection prevention and control.

This policy applies to:

- Nappy changing
- Toilet learning
- Toileting support
- Personal hygiene support

Purpose:

The 2013 Nappy Changing Guidance was introduced to the ELC sector following a serious outbreak of E. coli. The Care Inspectorate's update for Early Learning and Childcare settings (2026) emphasises that nappy changing should promote children's privacy, dignity and independence where appropriate, whilst being supported by trained staff who implement effective infection prevention and control measures.

The outcome of infections such as Norovirus, Salmonella and E. Coli can be serious for those affected, with children aged under five years most susceptible. It is important to be aware that some people can be infected but do not show any symptoms (carriers). These infections are highly contagious and may be spread within the nappy changing area if standard infection prevention and control procedures (SICPs) are not properly followed.

Health and Social Care Standards this policy reflects:

- Standard 1.3 - My rights are respected.
- Standard 1.19 - My care and support meets my needs and is right for me.
- Standard 2.11 - I am supported to maximise my independence.
- Standard 3.14 - Staff are trained, competent and skilled.
- Standard 4.11 - Staff have the necessary information and expertise.
- Standard 5.19 - My environment is clean and well maintained.
- Standard 5.23 - I feel safe and comfortable in my environment.

*Updated August 2026
Review date: August 2027
(or sooner as per national guidance)*

Nappy Changing Facilities:

Newton Early Years Centre has a separate nappy changing room connected to the Early Years Toilet facilities.

These facilities will:

- Promote privacy and dignity.
- Support safe moving and handling.
- Allow children to be supervised appropriately.
- Meet infection prevention requirements.
- Are easily cleaned and maintained.

Care Inspectorate guidance requires appropriate changing facilities and a safe, clean environment with suitable equipment. Current guidance expects a minimum of one changing facility for every ten children who use nappies.

The changing area will:

- Be used only for personal care purposes.
- Have easy access to handwashing facilities.
- Have appropriate waste disposal systems.
- Have cleaning materials readily available.
- Allow adequate space for staff and children.

Nappy Changing Procedure:

Staff will adhere to the following procedures:

Before Changing

- *Gather all required equipment.*
- *Wash hands.*
- *Put on disposable apron and gloves.*
- *Explain the process to the child.*
- *Encourage participation appropriate to age and stage.*

During Changing

- *Never leave a child unattended.*
- *Promote positive interactions and communication.*
- *Respect the child's dignity at all times.*
- *Clean the child thoroughly.*
- *Dispose of waste safely.*

After Changing

- *Redress the child.*
- *Encourage handwashing.*
- *Remove PPE safely.*
- *Wash hands thoroughly.*
- *Clean and disinfect the changing surface.*
- *Record the change where required.*

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Infection Prevention and Control:

Public Health Scotland identifies hand hygiene, environmental cleaning and appropriate PPE use as key measures in preventing the spread of infection. Newton Early Years Staff will follow Standard Infection Control Precautions (SICPs).

Staff must:

- Wash hands before and after every change.
- Use disposable gloves and aprons.
- Clean changing areas before and after use.
- Safely dispose of waste.
- Follow procedures for spillages of body fluids.
- Support children to wash their hands after toileting.

Public Health Scotland and the Care Inspectorate identify hand hygiene, effective cleaning and infection control procedures as essential in reducing transmission of infection in childcare settings.

Toilet Learning:

Newton Early Years Centre will support toilet learning in partnership with families.

Staff will:

- Follow agreed routines.
- Use positive encouragement.
- Respond sensitively to accidents.
- Promote children's confidence.
- Avoid pressure or punishment.

Children will be encouraged to:

- Recognise bodily cues.
- Access toilets independently where possible.
- Wash and dry hands independently.
- Manage clothing with appropriate support.

We recognise that toilet learning is a developmental process and will progress differently for each child.

Where appropriate staff will support children and families with toilet training charts and rewards to support success.

Toileting Support:

Children in Newton Early Years Centre are supported with toileting routines and are reminded of UNCRC right to privacy when visiting the toilet. Children requiring assistance with toileting will receive support that:

- Protects dignity and privacy.
- Promotes independence.
- Is proportionate to need.
- Takes account of developmental stage.

Staff will remain attentive to safeguarding responsibilities whilst supporting personal care.

Accidents and Soiled Clothing:

Where accidents occur:

- Children will be reassured.
- Clothing will be changed promptly.
- Soiled clothing will be bagged securely.
- Parents/carers will be informed as appropriate.
- Dignity and privacy will be maintained at all times.

No child will be made to feel embarrassed or ashamed.

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Staff Training, Monitoring and Quality Assurance:

All staff will:

- Receive updates in nappy changing policy and guidance.
- Understand and adhere to infection prevention and control.
- Follow hand hygiene routines.
- Be clear on child protection procedures.
- Ensure GIRFEC principles are considered at all times.
- Adhere to moving and handling guidelines.
- Ensure facilities remain fit for purpose.
- Maintain accurate cleaning schedules.

The Care Inspectorate expects staff supporting nappy changing to understand and implement current infection prevention and control good practice. Children's and families' views will inform ongoing improvement.

Partnership with Parents and Carers:

Newton Early Years Centre will work in partnership with families to:

- Share information about toileting routines.
- Support toilet learning consistently.
- Monitor progress.
- Discuss concerns sensitively.
- Agree individual care arrangements where required.

Parents and carers will be asked to provide/ or supported to provide where appropriate:

- Sufficient nappies/pull-ups.
- Wipes (if requested by the setting).
- Spare clothing.
- Barrier creams where required.
- Information regarding toileting routines and medical needs.

Any creams must be clearly labelled with the child's name and used only for that child.

Inclusion and Equality

No child will be excluded, disadvantaged or discriminated against due to:

- Continence needs
- Nappy use
- Delayed toilet learning
- Disability
- Additional Support Needs
- Medical conditions

Reasonable adjustments will be made in accordance with the Equality Act 2010 and GIRFEC principles.

References

- *Health and Social Care Standards: My Support, My Life*
- *Children and Young People (Scotland) Act 2014*
- *UNCRC Incorporation (Scotland) Act*
- *GIRFEC (Getting It Right For Every Child)*
- *Scottish Social Services Council (SSSC) Codes of Practice*
- *Public Health Scotland: Health Protection in Children and Young People Settings Including Education (2024)*
[\[publichealth.scot\]](#)
- *Care Inspectorate: Nappy Changing Guidance for ELC Settings (Updated July 2026)* [\[careinspectorate.scot\]](#),
[\[careinspectorate.scot\]](#)

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