CatholicCare
DIOCESE OF BROKEN BAY

Children's Services

Nappy Changing & Toileting

Policy

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What do we believe?

At CatholicCare Diocese of Broken Bay, we are committed to the safety and wellbeing of children and hold this at the centre of our decision making and practice. We believe in the principle of paramountcy of the safety of children. This means that the safety, wellbeing, and best interests of the child are the primary consideration in all decisions, actions, and practices. Where there is a conflict between the interests of a child and those of adults or the organisation, the child's safety and wellbeing will always come first.

We believe that nappy changing and toileting are essential aspects of children's health, wellbeing, dignity, and development. Every child has the right to receive personal care in a safe, hygienic, respectful, and supportive environment that promotes their comfort and sense of security. We recognise that positive and responsive interactions during personal care routines contribute to children's learning, wellbeing, and growing independence. We are committed to respecting each child's individual needs, family practices, cultural backgrounds, and stage of development while maintaining the highest standards of hygiene and infection prevention.

What are we going to do?

We will create a safe, hygienic, and developmentally appropriate nappy changing and toileting practices that protect the health and wellbeing of children, families, and educators. We will follow the *Hygiene and Infection Control Policy*, maintain clean and safe environments, and undertake regular risk assessments to minimise the spread of infection. Educators will support children to develop self-help and toileting skills at their own pace, while ensuring privacy, dignity, and respectful care. We will work in partnership with families to understand and accommodate individual, cultural, and religious practices and will ensure all staff and educators follow approved procedures and practices.

How will it be done?

Nappy Changing in ELC & Preschool

Nappy change times are when Staff and Educators are at a high risk of catching infections. Educators and Staff must use the following technique as outlined in the *Staying Healthy in Child Care 6th Edition*:

Preparation	1.	Bring your supplies to the changing mat. This includes a clean nappy, wipes, baby cream labelled with the child's name (if applicable), gloves, a plastic or waterproof bag for soiled clothing, and extra clothes.
	2.	Perform hand hygiene. It is very important to wash your hands or use hand sanitiser when changing a nappy, even if you are going to use gloves. This is so that when you have finished changing the child, you can remove the dirty gloves and dress the child without needing to interrupt the nappy changing procedure to clean your hands before dressing the child.
	3.	Put on disposable gloves. This is recommended because educators and other staff are likely to come into contact with body fluids including urine and faeces during nappy changes.
	4.	Place paper on the nappy change mat.

	5.	If child is a non-walker, pick them up using safe manual handling techniques and place them onto change mat. Where a step ladder, or stairs are available for the child, educators are to encourage the child to use this, whilst supporting them. If there are faeces on the child's body or clothes, hold the child away from your body if you need to carry them. If the child can walk, walk with them to the changing area - encourage them to sit on the change mat and keeping one hand on them at all times, gently lower them to a horizontal position.
Changing	6.	Place the child on the change table. If using a mechanical scissor lift bench, ensure you have a hand on the child whilst raising the bench to a suitable height. NEVER leave the child unattended.
	7.	Remove clothing (bag soiled clothing and securely tie the bag to be sent home) and unfasten nappy.
	8.	Clean the child's bottom with disposable nappy wipes. Always wipe front to back using a fresh wipe each time. Pay close attention to cleaning folds of skin, e.g., around the legs.
	9.	For **disposable nappies**, place dirty wipes in the nappy, remove the nappy from the child and put it in a plastic bag. Place the bag in the designated bin. For **cloth nappies**, put the disposable liner and wipes in the designated bin. Put the used nappy in a plastic bag and put it in the sealed container that you have for that child.
	10.	Remove the paper from the change table and put it in the designated bin.
	11.	Remove gloves before touching clean clothes by peeling them back from the wrist, turning them inside out. Put gloves in the bin/plastic bag.
	12.	If a child requires nappy cream, clean your hands (if safe to do so, for example, using accessible hand sanitiser), put on new disposable gloves and apply the cream. Remove the gloves and dispose of them.
	13.	Place a clean nappy under the child and fasten the nappy. Dress the child.
	14.	Assist the child to wash their hands. If the child is too young to wash their hands at the sink, use a fresh baby wipe or soap and wet paper towel. Be sure to remove all soap from the child's hands. Clean and wipe over the change table/washable mat, using neutral detergent and water solution and a paper towel. Place paper towel in the bin provided.
	15.	Wash your own hands.
	16.	Record the nappy change on the chart provided.
Cleaning	17.	If body fluids have got on the nappy change surface, clean then disinfect the surface. Wear disposable gloves for cleaning. Do hand hygiene using soap and water or hand sanitiser. If your hands are visibly dirty or you have just removed gloves, wash your hands with soap and warm water.

Toileting children in ELC / Preschool

Staff and Educators should be aware that there are diverse styles of toileting children due to cultural or religious practice. They should ask families at enrolment to inform them of any cultural or religious issues they need to be aware of.

When assisting children to use the toilet, use the following procedure:

- Where children are learning to use the toilet, ask parent to supply several changes of clothes.
- Ensure you have all supplies and clothing required.
- Wash your hands using safe hand-washing procedure.

- Wear disposable gloves when helping children with the toileting.
- Place any soiled clothes in a sealed plastic bag for families to take home and keep them inaccessible to children and animals.
- Help the child to use the toilet if required. Encourage children, especially girls, to wipe front to back, to reduce the chance of introducing bowel bacteria to the urinary tract.
- Encourage children to flush the toilet.
- Remove gloves.
- Assist the child to wash their hands. Explain to the child that washing their hands and drying them properly will stop germs that might make them sick.
- Supervise older children while they wash their hands.
- Wash your own hands.

Toileting children in OSHC

When supporting a school aged child who has experienced a toileting accident, Educators will ensure the child's dignity, privacy, wellbeing, and safety are maintained at all times. Educators will:

- Ensure a child is never left alone with a single Educator during toileting support. The Educator providing support will communicate with another Educator before assisting the child.
- Position themselves in a manner that maintains the child's privacy while ensuring visibility and accountability. Where possible, the supporting Educator will remain at the doorway or immediately outside the bathroom area.
- Encourage and support children to undertake as much of the toileting and changing process independently as possible, providing verbal guidance and reassurance throughout the process.
- Use clear and respectful instructions, such as asking the child to place soiled socks, underwear, and clothing into a plastic bag and to change into clean clothing independently where possible.
- Provide the child with wipes and clean clothing and encourage them to clean and dress themselves where developmentally appropriate.
- Where a child requires physical assistance beyond verbal guidance, a second Educator will be present to supervise. The second Educator will remain in or at the doorway of the bathroom area while support is provided.
- Ensure both the child and Educator thoroughly wash and dry their hands following the completion of the toileting and changing process.
- Place any soiled clothing in a sealed plastic bag to be provided to the child's family. Soiled clothing is to be stored in a bagged clearly labelled with the child's name. The bag is to be placed in a closed soiled bucket out of reach of children.
- Notify parents or guardians as soon as practicable that their child has experienced a toileting accident and advise them of the support that was provided.
- In circumstances involving a bowel movement accident, significant soiling, illness concerns, or where the child cannot be adequately cleaned and made comfortable, parents or guardians may be contacted and requested to collect their child from the service.

Bathing (*ELC / Preschool consideration*)

Bathing a child is not a routine practice and should only occur in exceptional circumstances where it is necessary to maintain the child's health, hygiene, comfort, or wellbeing and alternative arrangements are not reasonably available. Where practicable, families should be contacted to collect the child and attend to their needs.

If a child requires bathing while attending the service, the Practice Manager must be contacted immediately. The child's parent or guardian must also be contacted, and their consent obtained prior to bathing the child, unless there is an immediate health or safety emergency requiring urgent action. All actions taken, including communication with the family and the reason for bathing the child, must be documented.

When bathing a child, Educators will:

- Contact the Parent, Guardian or Emergency contact.
- Ensure the child's dignity, privacy, and wellbeing are maintained.
- Consider the supervision needs of all children.
- Use appropriate facilities and maintain adequate supervision at all times.
- Never leave a child unattended while bathing.
- Ensure an additional educator is available to witness.
- Follow service hygiene and cleaning procedures.
- Contact the Parent, Guardian or Emergency contact and walk through the steps conducted.

Who is responsible?

Roles	Responsibilities
Approved Provider	• Ensuring the service has policies and procedures relating to nappy changing, toileting, hygiene, and infection control that comply with legislative and regulatory requirements. • Providing adequate facilities, equipment, resources, and supplies to support safe and hygienic nappy changing and toileting practices. • Ensuring systems are in place to support staff training, supervision, and compliance with this policy. • Monitoring and reviewing this policy and related practices to ensure ongoing effectiveness and compliance.
Practice Manager	• Supporting the implementation and consistent application of this policy across all Children's Services programs. • Ensuring services have access to current guidance, resources, and training relating to hygiene, infection control, and safe toileting practices. • Supporting Nominated Supervisors to monitor compliance and address identified risks or concerns. • Reviewing incidents, trends, and feedback to inform continuous improvement.
Nominated Supervisor	• Ensuring Educators, Staff, Students, Volunteers, and Contractors are aware of and comply with this policy. • Ensuring nappy changing and toileting areas are maintained in a safe, clean, and hygienic condition. • Monitoring practices to ensure appropriate supervision, infection control, and child protection requirements are consistently followed. • Ensuring risk assessments relating to nappy changing, toileting, and bathroom supervision are completed, reviewed, and implemented. • Ensuring families are informed of the service's nappy changing and toileting procedures.

Roles	Responsibilities
Educators	• Following all nappy changing, toileting, hygiene, infection control, and supervision procedures outlined in this policy. • Maintaining children's dignity, privacy, safety, and wellbeing during all personal care routines. • Supporting children to develop independence and self help skills appropriate to their age, stage of development, and individual needs. • Using appropriate personal protective equipment and hand hygiene practices when undertaking nappy changing or toileting support. • Communicating with families regarding toileting routines, accidents, concerns, and individual support requirements. • Recording nappy changes, incidents, and relevant information in accordance with service procedures.
Parents / Guardians	• Providing sufficient nappies, wipes, creams, spare clothing, and other personal care items required for their child. • Informing the service of their child's toileting routines, developmental needs, medical conditions, cultural practices, or family preferences that may impact toileting or nappy changing. • Supplying spare clothing for children who are toilet learning or who may require a change of clothes during the day. • Working collaboratively with Educators to support their child's toileting development and personal care needs. • Collecting their child when requested by the service due to illness, significant toileting accidents, or where additional care and support may be required.

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect.

Quality Area 3: Physical Environment		
3.1.1	Fit for Purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child

Education and Care Services National Law and National Regulations	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration [NSW]
S. 162A	Child protection training
S. 162B	Child safety training
S. 165	Offence to inadequately supervise children
S.166	Offence to use inappropriate discipline
S.166A	Offence to subject child to inappropriate conduct [NSW]
12	Meaning of a serious incident
84	Awareness of child protection law
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
120	Educators who are under 18 to be supervised
155	Interactions with children
156	Relationships in groups
168	Education and Care Services must have policies and procedures
170	Policies and procedures are to be followed
172	Notification of change to policies or procedure
175	Prescribed information to be notified to regulatory authority

Related documents

Children's Services policies

- *Hygiene and Infection Control Policy*

Forms

- *Service Risk Assessment*

Resources

External

- *ACECQA: Quality Area 2: Toileting and Nappy Changing Principles and Practices*
- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- *Staying Healthy in Child Care 6th Edition*
- *Work Health and Safety Regulation 2025 - NSW Legislation*

Glossary

ACECQA – Australian Children's Education and Care Quality Authorities

The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.

Body Fluids

Substances produced by the body, including urine, faeces, blood, vomit, saliva, and other bodily secretions that may contain harmful microorganisms.

Child Paramountcy

Child paramountcy refers to the obligation to ensure that the best interests, safety, and wellbeing of children are paramount above all other considerations. All decisions, practices, and actions must prioritise the protection and wellbeing of children, particularly where competing interests exist.

Child Protection

The practices and procedures implemented to ensure children are safe from harm and that their rights, dignity, and wellbeing are protected

ELC

All centre-based services for children aged 0-5 years including Long Day Care and Preschool services.

Infection Control

Measures and procedures used to prevent or minimise the spread of infectious diseases and harmful microorganisms.

OSHC

Out of School Hours Care

Practice Manager

A practice manager oversees and supports a cluster of services within a local area. They work with the Nominated supervisor to ensure services operate safely, meet legal and quality requirements, and follow organisational policies. They do not work directly with children day to day.

Risk Assessment

A systematic process of evaluating the potential likelihood and consequences of risks that may be involved in a projected activity or undertaking.

Sign off and review

This document remains valid until it is either superseded by a new version or officially revoked.

CatholicCare values your input and welcomes feedback on this policy. Your suggestions help us improve and better support your work. Please send any feedback to policy.updates@catholiccaredbb.org.au.

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