

Background

Nappy change and toileting times are moments where educators can develop children's self-esteem and to deepen relationships with the children.

In early education and care services where nappy change and toileting takes place on shared facilities, children can be at risk of exposure to infection and cross-infection if correct hygiene principles are not always followed diligently.

Policy statement

This policy recognises the importance of correct hygiene principles in minimising the spread of disease during nappy changing and toileting; close co-operation with parents to ensure that toilet training and toileting are positive experiences for the children equally at home and at the Service, and ensuring a calm, positive and affirming response to toileting accidents.

Strategies and practices

- Children's need for privacy during toileting, dressing and undressing times are always respected.
- Educators use nappy changing as an opportunity for one-on-one interaction e.g., talking, singing with the child.
- Educators respond to toileting accidents calmly and positively and encourage children in their efforts to become independent.
- 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 Service. These details are documented in the child's individual developmental file.
- Nappies are provided by the Service.
- Parents of children who are toilet training are asked to provide sufficient underwear for each day.
- The Nappy Change Poster, Procedure for Changing an Older Child in a Nappy or Pull-up and the Toileting Procedure are displayed in the nappy-change and toilet areas, respectively.
- Educators follow the correct Nappy Change Poster, Procedure for Changing an Older Child in a Nappy or Pull-up and the Toileting Procedure.
- The Handwashing Poster – NHMRC and Handwashing Poster – Adult are displayed in relevant areas of the Service, such as bathrooms, nappy change areas and food preparation and serving areas.
- Handwashing posters depicting children are displayed at children's eye level above children's handbasins throughout the Service.

Nappy Change and Toileting

- Educators model correct handwashing procedures to children, and intentionally teach them these procedures. They remind children to wash their hands every time after toileting and nappy changes.
- Educators show/remind children how to flush the toilet.
- Older children can access the toilet at will. Educators are alert to the signs of younger children needing toileting.
- Children are consistently supervised whilst using the toilet and bathrooms.
- Infant nappy changes are recorded on the Nappy Change Chart – Nursery. Toddler and older children's nappy changes and toileting attempts are recorded on the Nappy Change and Toileting Chart. This information is made available to parents each day, and the charts are filed for future reference.
- It is recommended that nappy changes and toileting is completed 2 hourly however frequent checking of children's nappies and reminders of toileting is required between these intervals.
- Educators ensure infants and toddlers in nappies always wear clothing over the nappies to minimise any risk of spreading infection.
- Educators regularly check that the toilet areas are clean and ensure that the dispensers have sufficient toilet paper, soap and paper towels.
- Educators receive training in correct nappy changing and toileting procedures, and the topic is a frequent agenda item in team meetings.
- Place soiled clothes in the soiled items facility and ensure items are collected by parents at the end of the day.

Additional safe practices for babies

- Babies are never left unattended on the change table, and the educator always keeps one hand on the baby the baby is on the table.

Responsibilities of parents

- To supply the Service with enough underwear each day for their child.
- To provide the Service with information about their child's toilet training readiness and routine at home for educators to ensure consistency between home and the Service.

Procedure and forms

- Handwashing Poster – Adult
- Handwashing Poster – NHMRC
- Administration of Non-Prescription Creams
- Nappy Change Chart – Nursery
- Nappy Change and Toileting Chart

Nappy Change and Toileting

- Nappy Change Poster
- Procedure for Changing an Older Child in a Nappy or Pull-up
- Toileting Procedure

Links to other policies

- Enrolment and Orientation Policy
- Handwashing Policy
- Interactions with Families Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regs	109	Toilet and hygiene facilities
	112	Nappy change facilities
	115	Premises designed to facilitate supervision

QA	1.1.3	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning
	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.1.2	Effective illness and injury management and hygiene practises are prompted and implemented
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child
	3.1.2	Premises, furniture and equipment are safe, clean and well maintained
	4.2.2	Professional standards guide practice, interactions and relationships
	5.1.1	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included
	5.1.2	The dignity and rights of every child are maintained
	7.2.3	Educators, co-ordinators and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development

Sources

- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard 2018
- National Health and Medical Research Council. (2023). Changing a nappy without spreading germs. <https://www.nhmrc.gov.au/guidelines-publications/ch55g> accessed 24 June 2025
- National Health and Medical Research Council. (2013). *Handwashing*. <https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55g-how-wash-hands-poster.pdf> accessed 24 June 2025

Further reading and useful websites

- Starting Blocks. A Brief Guide to Toilet Training Your Child. <https://www.startingblocks.gov.au/at-home/toilet-training-your-child/> accessed 24 June 2025
- Staying Healthy 5th Edition <https://www.nhmrc.gov.au/sites/default/files/documents/attachments/ch55-staying-healthy.pdf> accessed 24 June 2025

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Kaylene Harper	Updated to changed NQF requirements 1 February 2018.	January 2019
2	5 February 2019	Kaylene Harper	Policy reviewed. Sources and further readings accessed and updated.	February 2020
3	30 January 2020	Kaylene Harper	Policy reviewed. Sources and further readings accessed and updated.	January 2021
4	14 October 2020	Kaylene Harper	Policy reviewed. Sources and further readings accessed.	October 2021
5	28 September 2021	Kaylene Harper	Policy reviewed	September 2022
6	29 September 2022	Linda Hollard	Policy reviewed Sources accessed and information added	September 2023
7	23 August 2023	Grace McKinstry	Reviewed Policy. Accessed sources and further reading/useful websites.	August 2024
8	1 July 2024	Tiffany Boeske	Reviewed policy Accessed sources	July 2025
9	24 June 2025	Gen Mahaki	Policy reviewed. Accessed sources and further reading/useful websites.	June 2026