



Policy Area:	Toileting and pull up changing Policy		
Date:	September 2016	Policy code:	T1
Last reviewed:	September 2025	Reviewed by:	Anthony Thomas (C...
Next review:	September 2026	<i>(For all review dates see end of document)</i>	

Statement:

Only staff who hold an Enhanced DBS are to change pull-ups or to assist children in their toileting. Under no circumstances are volunteers, supply staff, students or helpers to assist children with toileting.

In all cases when a child is being assisted with personal care the toilet cubicle door and the door to the bathroom should be open. No member of staff should enter a closed cubicle with a child.

The following procedure should be followed when changing pull-ups:

- Only one child at a time is to have their pull-up changed, unless in an emergency.
- Staff should collect the appropriate child's basket which contains their change of clothes, pull-ups and wipes.
- Invite the child to have their pull-up changed.
- **Never leave a child unattended when they are being changed.**
- All staff must wear the white disposable gloves and apron provided.
- Only wipes and pull-ups supplied by the parent/carer may be used, unless the child does not have their own wipes or pull-ups and has no documented allergies to the spare wipes. **Remind parents/carers when pull-up levels and wipes are low.**
- Children should be encouraged to participate in their own changing by: encouraging the child to pull up and down their own clothing; by changing the child whilst they are standing up where possible.

Changing children laying down on the white mat should only happen where a child has soiled themselves in such a manner that it is the only method to properly clean them or in cases where this is the method the child is accustomed to. In the latter, teachers will work with the child and parents to transition to changes while standing to aid independence.

- All gloves and aprons must be disposed of after changing each child and staff must wash their hands. Children are to be supervised in hand washing and drying.

- All pull-ups should be placed in a nappy bag and are to be disposed of in the nappy bin. The bin will be emptied daily, at the end of each session.
- Staff must complete the Changing Record sheet for each child.

In cases where white changing mat is to be used to change a pull-up, the mat must be sanitised before and after use. **(Wearing gloves and an apron, remove all visible dirt with clean soapy water and disposable paper. Use a disinfectant spray/wipe to disinfect after)**

- ✓ Children who are toilet trained are encouraged to use the toilet independently. A member of staff should check that they have flushed the toilet and have washed their hands.
- ✓ Independent toilet users can freely use the toilet throughout the day, although staff regularly check to ensure they are all safe and have washed hands etc.
- ✓ In the event of a child having an ‘accident’ they will be reassured if upset and offered help to change into dry clothing. Their wet and soiled clothes will be placed in a bag (tied) and placed on their peg.
- ✓ Wet and soiled clothing will be sent home with parents at the end of the session.

Review of policy dates:

Date of review	Reviewed by	Notes
09/2017	Esma Izzidien	
09/2018	Esma Izzidien	
12/2018	Esma Izzidien	
01/2019	Esma Izzidien	
01/2020	Esma Izzidien	
01/2021	Esma Izzidien	
01/2022	Esma Izzidien	
January 2023	Abigail Eynon	Minor alterations
January 2024	Abigail Eynon	
September 2025	Anthony Thomas (CMS)	