



# Adelaide Miethke Kindergarten

## Changing Children Policy and Procedures Nappy Changing Procedures

This policy is inclusive of both the Kindergarten & Occasional Care programs.

This policy outlines

1. How staff will support children who need assistance to change their clothing whilst at kindergarten either due to soiling or because they have become wet or messy during play.
2. Nappy change procedures for children in nappies or pull-ups.

Occasionally we do have children that begin kindergarten who are not yet fully toilet trained. The staff will support these children by taking them to the toilet during the day as needed. When staff identify a child is wet due to soiling they will be supported to change immediately. We strongly encourage parents to make an appointment with the staff to discuss their children's toileting needs.

In our centre staff are supportive of children's learning and enquiry. On occasions children's learning and play will see them become messy or wet. In these instances, staff will honour the learning the child is involved in and change the child at the conclusion of their play.

- Parents are encouraged to dress their child for play. Please see Dress Code Policy.
- Where possible protective clothing such as smocks, gumboots and mud-suits will be offered by the centre.

### **Changing wet or soiled clothing**

At all times staff will be considerate of children's privacy and while they will encourage children to be as independent as possible assistance and supervision will be given as needed.

Staff will:

- Inform another staff member that they will be changing a child to ensure adequate supervision during this time.
- Help the child collect their spare clothes from their bag. If spare clothes are not provided, the kindergarten has sets of spare clothing that will be provided.
- Direct the child to change in the children's bathroom.
- Allow the child the opportunity to change themselves.
- Assist child to change as necessary. When assisting children to change from soiled clothes, disposable gloves will be worn by staff at all times.
- Place soiled and/or dirty clothes in a named plastic bag.
  - Dirty clothing* will be placed with the child's kindergarten bag.
  - Soiled clothing* A note will be placed on the child's bag asking parents to collect from staff.
- Dispose of gloves, wash hands and direct child to wash hands.
- Record change of clothing on site record sheet.
- Inform parents and request that borrowed clothes are washed and returned to kindergarten.

**Parents are asked to provide spare clothing in their child's bag each time they attend.**

## **Children in nappies**

Many young children attending our Occasional Care Program will be in nappies and require changing during their session. Staff will follow the nappy changing procedures outlined below. It is general practice to change Occasional Care children mid-morning and at other times as required. Kindergarten children in nappies will be changed by staff as required and may have a documented toileting plan.

Children will not knowingly be left in soiled nappies for an extended period of time.

**Parents are asked to provide nappies, pull-ups, wipes and spare clothing each time their child attends.**

The nappy change table in the Occasional Care bathroom will be used.

Children enrolled in the kindergarten program who attend in pull-ups may be changed in the children's bathrooms if they are able to stand unaided and are compliant for changing.

### **Nappy Changing Procedures**

Staff will:

- Inform another staff member that they will be changing a child to ensure adequate supervision during this time.
- Gather child's nappies, wipes & clothing as required.
- Wear gloves when changing children. Clean gloves to be worn for each child being changed.
- Wash their hands prior to and immediately after each nappy change.
- Clean and set change table for nappy changing. Change mat should be cleaned before and after each nappy change and a clean disposable liner placed on the change mat for each child.
- Support the child to step-up the stairs onto change table if possible otherwise the child will be picked up and laid onto change mat for changing.
- Wrap soiled nappies and place into the nappy bin provided.
- Support child to step down from the change table or lift as required upon completion of nappy change.
- Direct young children to wash their hands at the basins adjacent the change table after nappy change.
- Wash babies' hands after nappy change.
- Record nappy change on site record sheet and wipe-off board for parents (Occasional Care Only).

Approved – Governing Council

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