ACTIVITY Centres

NAPPY CHANGE AND TOILETING POLICY

Activity Centres Inc (ACI) aims to meet the needs of all children by providing a clean, safe, and hygienic place for nappy changing, toileting and showering (when required). We believe that nappy changing and toileting rituals provided in a caring and responsive manner are valuable opportunities to promote children's agency, meet individual needs, and to develop strong relationships with children.

NATIONAL QUALITY STANDARD (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
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 Offences relating to inappropriate conduct

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 CHILD SAFE STANDARDS	
1	Child Safety is embedded in organisational leadership, governance and culture.
2	Children participate in decisions affecting them and are taken seriously
3	Families and Communities are informed and involved
4	Equity is upheld and diverse needs are taken into account
5	People working with children are suitable and supported
6	Processes to respond to complaints of child abuse are child focused
7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8	Physical and online environments minimise the opportunity for abuse to occur
10	Policies and Procedures document how the organisation is Child Safe

RELATED POLICIES

Child Protection Policy Child Safe Environment Policy Code of Conduct Policy Dealing with Infectious Diseases Policy Family Communication Policy Hygiene and Cleaning Policy Interactions with Children, Families and Staff Policy	Medical Conditions Policy Safe Use of Digital Technologies and Online Environments Policy Staffing Policy Supervision Policy Work Health and Safety Policy

PURPOSE

We aim to ensure best practice guidelines for hygiene and safety are adhered to during nappy changing and toileting. Children's bathrooms and nappy change areas are inclusive and maintained in a hygienic state in order to eliminate or reduce the spread of infectious disease. Our Service will also ensure that nappy change routines are used as an opportunity for educators to engage and interact respectfully with children.

SCOPE

This policy applies to Children, Families, Educators, Staff, Management, Approved Provider, Nominated Supervisor, Students, Volunteers and Visitors.

IMPLEMENTATION

Children's safety, wellbeing and best interests are the paramount consideration in all aspects of our Service's decisions, actions and practices. All Educators, Staff, Volunteers and Students have completed mandatory national child safety training and are expected to apply this knowledge in their daily practice to protect children from harm.

THE APPROVED PROVIDER, MANAGEMENT AND NOMINATED SUPERVISOR RESPONSIBILITIES

Governance, Compliance and Training

- meet obligations under the Education and Care Services National Law and Education and Care Services National Regulations
- ensure Educators, Staff, Students, Visitors and Volunteers understand and adhere to this policy and associated procedure
- ensure all staff, educators and volunteers participate in a comprehensive induction and orientation program
- embed National Principles for Child Safe Organisations and NSW Child Safety Standards into all areas of leadership, governance, policies and daily practices
- ensure mandatory national child safety training is completed by the Approved Provider, Management, Staff, Educators, Students and Volunteers

- ensure nappy change procedures remain compliant and current
- implement policies, procedures, and training with educators to ensure nappy changing, toileting and showering procedures support children's safety, protection, relationships, and learning

Child Safety and Supervision

- ensure all Staff and Educators are aware of their responsibility to remain in line-of-sight of other staff members when working with children including Educators who are changing nappies, assisting with toileting or showering a child if required.
- ensure educators are aware of their mandatory requirements to report any concerns of inappropriate conduct to the Approved Provider/Nominated Supervisor immediately [see *Child Protection Policy*]
- ensure consistency in practice and communication between Educators to support children's safety
- ensure nappy changing, toileting and shower areas are safe, clean and do not pose a risk to children. Shower area should not be used to store equipment or resources. (Reg. 106)
- ensure any educator under the age of 18 will be directly supervised by an educator over the age of 18 at all times
- provide clear information to parents and guardians that to ensure children's safety, health and wellbeing, they are not permitted to use or enter the children's bathroom/toilet area with their child unless there are no other children using the facilities. This is to ensure the safety of other children and protect the rights and dignity of children.

Safe Use of Digital Devices and Privacy

- adhere to legislative requirements regarding the use of personal electronic devices
- ensure personal devices must not be used to capture, store or transfer images or videos of children whilst being educated and cared for by the Service. Only service-issued devices may be used for recording information about nappy changing and toileting routines.
- ensure educators are aware that the capturing of images or video within the nappy change or toilet area is strictly prohibited
- ensure any necessary documentation occurs away from these areas in line with our child safe and privacy policies (aligns with child-safe expectations under NQF).

Facilities, Environment and Equipment

- provide adequate and appropriate hygienic facilities for nappy changing, toileting and showering and hand washing.
- ensure nappy change facilities are designed and located in a way that prevents unsupervised access by children
- ensure that adult and children's hand-washing facilities are located within the nappy change area (Reg. 112)
- ensure handwashing posters are displayed in bathrooms and nappy change areas
- OOSH – Girls will have access to proper feminine hygiene disposal.

- ensure nappy bins:
    - have a 'hands-free' lid
    - are located out of children's reach, preferably in a child-proof cupboard
    - are emptied regularly and hygienically (gloves must be worn when emptying bins)

Hygiene Practices and Infection Control

- provide adequate supplies for nappy changing and toileting at all times
- develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location that children cannot access.
- ensure the NHMRC nappy change poster is displayed at each change area
- ensure nappy change table/mats are hygienically cleaned and kept in excellent condition at all times to reduce the spread of infection- no holes, cracks, creases
- remove and replace damaged nappy change mats
- ensure nappy change and hand-washing procedures are displayed visually and in community languages as appropriate in children's bathrooms and the nappy change area.
- OOSH – Where the service is responsible for cleaning of toilets and hand basins they will be cleaned and disinfected daily as per ACI cleaning procedures.
- Soiled clothing must be double wrapped in plastic bags and placed in soiled clothing container than given to the child's family for laundering.

Documentation, Monitoring and Reporting

- ensure documentation to record information about nappy changing and toileting is consistent and monitored
- ensure children's nappies are changed at scheduled regular intervals at a minimum
- ensure educators check nappies throughout the day to ensure children are not susceptible to nappy rash and discomfort. A system to record this routine will be maintained for reporting purposes.
- ensure after any instance of showering:
    - educators complete an *Incident, Injury, Trauma and Illness* record
    - families are informed.
- If the incident is a medical emergency, first aid procedures must be followed and ambulance contacted urgently. Notification of a serious incident must be made to the regulatory authority within 24 hours.

Family Communication and Partnerships

- request families to provide additional change of clothes for children who are toilet training and OOSH children who may have accidents.

- provide information to families at time of enrolment about:
    - use of disposable nappies
    - procedures if their child develops or presents with nappy rash
    - *Administration of Medication* authorisation for application of products to treat nappy rash including prescription treatments or over the counter creams
    - requests to provide adequate supplies of clothes for children who are toilet training
    - the importance of ongoing and open communication between educators and families about nappy changing and toilet training with their child- including cultural preferences that may require the use of a bidet.

EDUCATORS WILL:

Child Safety, Wellbeing and Supervision

- promote the welfare, safety, and wellbeing of children at the Service
- practice active supervision when Educators are changing nappies or assisting with toileting, including to remain in line-of-sight of other staff members
- not have access to any personal electronic devices or personal storage devices when working directly with children
- understand it is prohibited to take any photos or video of children during nappy changing, toileting or showering
- ensure physical contact and direct supervision with babies and toddlers throughout the nappy change experience
- ensure no child is left alone on a nappy change mat or bench

Professional Practice and Compliance

- adhere to the Service's policies and procedures
- be consistent in their practices and communication with other educators when changing nappies and assisting with toileting to ensure children's safety and dignity
- be aware of their mandatory requirements to report any concerns of inappropriate conduct to the Approved Provider/Nominated Supervisor immediately.

Respectful, Responsive and Culturally Inclusive Practice

- work in partnerships with families to ensure continuity of care between the Service and home in regard to their child's nappy change and toileting practices and respect children's privacy and dignity
- respect family preferences regarding toileting
- discuss children's individual needs with families to ensure practices are reflective of their home environment and are culturally responsive which may also include the use of a bidet.
- provide information to families regarding children's nappy changes and toileting progress

Relationships, Learning and Development

- utilise nappy change times to interact with children, toddlers, and babies on an individual basis
- participate in age-appropriate activities with children, such as singing, saying rhymes to support understanding and predictability
- support children's language development and communication during these routines
- support children's agency to develop an understanding and control of their own bodily functions
- organise the nappy change area to promote positive interactions and promote positive learning experiences. For example, place pictures or mobiles to stimulate children's interactions and to encourage learning and language development
- promote self-help skills, in all aspects of toileting and effective hand-washing techniques.

Hygiene and Infection Control

- implement effective hand hygiene practices at all times including wearing of disposable gloves (recommended at all times- Staying Healthy, 2026)
- ensure nappy change areas are maintained in a clean and hygienic manner
- ensure supplies are readily accessible to support safe practices

Safe Work Practices and Environment

- keep nappy change areas fully stocked with all required materials at all times
- ensure nappy change and toileting supplies are readily accessible to Staff to ensure efficiency and the health and safety of each child
- encourage mobile children to walk to the nappy change area.
- assist the mobile baby or toddler to walk up the steps onto the nappy change bench to minimise lifting by Educators and to promote children's agency.
- follow manual handling practices when lifting children or carrying infants to the change mat.

Documentation and Communication

- always follow Service's documentation requirements for nappy changing and toileting, and communicating with families
- ensure accurate communication with families regarding children's care routines
- only apply nappy cream to a child if authorisation is provided in an *Administration of Medication Form.*

TOILET TRAINING

Toileting is managed in accordance with each child's individual needs and routines. Educators work in partnership with families to ensure consistency between home and the Service, respecting family preferences, cultural practices, and privacy requirements.

Decisions regarding the commencement of toilet training are made by families or through consultation between families and educators, based on the child's readiness and best interests which may be indicated by behaviours such as showing interest in toileting, communicating toileting needs, or remaining dry for longer periods.

Educators support children through the toileting process in a calm, respectful and encouraging manner, promoting independence while providing supervision and assistance as required.

Accidents are managed sensitively and without judgement. Educators and families communicate regularly to support consistency and monitor each child's progress.

EDUCATORS WILL:

- work in partnership with families to support children's toileting routines
- request families provide a change of clothing for children who are toilet training
- support children to use the toilet in a respectful, safe and developmentally appropriate manner
- promote children's independence while providing supervision and assistance as required
- maintain children's dignity, privacy and comfort during toileting and when changing clothing
- encourage and support effective hygiene practices in accordance with the Service's hygiene and handwashing procedures
- manage soiled clothing and bodily fluids safely and hygienically
- ensure appropriate resources and spare clothing are available to support children who are toilet learning.

FAMILIES WILL:

- share information about their child's nappy changing and toileting routines at the time of enrolment
- provide details about any cultural, religious, or medical needs relating to toileting, nappy changing, or showering to maintain hygiene or reduce risk of infection
- engage in regular discussions with educators about their child's toileting progress and toilet training routines
- supply a change of clothes each day in case of toileting accidents.

SOURCES

Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. National Quality Standard Information Sheet. (2023) *QUALITY AREA 2 Toileting and Nappy Changing Principles and Practices.*
Children (Education and Care Services) National Law (NSW) (NSW services only)
Early Childhood Australia (2016). *Code of Ethics.*
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Education and Care Services National Regulations (NSW) (2025) (NSW services only)
National Health and Medical Research Council. (2024). *Staying Healthy: preventing infectious diseases in early childhood education and care services* (6th Ed.). NHMRC. Canberra.
Raising Children Network (2024) Babies; poos, wees and nappies
Work Health and Safety Act 2011 https://www.legislation.gov.au/Details/C2017C00305

REVIEW

POLICY REVIEWED BY	Jessie McCulloch & Rachael Bajo	**Role:** Head office	**Date:** October 2026
ENDORSED BY 2 PARENT COMMITTEE MEMBERS (initial/date)	A.G & K.K (20/10/26)	**UPDATES/MODIFICATIONS**	-Moved to childcare desk top policy -Merged LDC and OOSH policy
NEXT REVIEW DATE: October 2027			