

Intereach Family Day Care Nappy Changing, Toileting and Bathing Procedure



Applies to	Intereach Family Day Care (FDC)				
Policy	NQS Two: Children's Health and Safety Policy				
Version	1.0	Date approved	01/09/2025	Next review date	01/09/2028

1. Objective

To ensure that safe, hygienic, and respectful nappy changing, toileting, and bathing practices in Family Day Care support children's health, dignity, comfort, and wellbeing, while minimising the risk of infection and cross-contamination in accordance with regulatory and hygiene requirements

2. Background

Nappy changing, toileting, and bathing are essential care routines in early childhood education and care. These tasks must be carried out in a safe, hygienic, and respectful manner to protect children from the spread of infectious diseases and to support their safety, comfort, dignity, and independence.

Routines offer valuable opportunities for responsive interactions that support children's emotional development, self-help skills, and body awareness.

Implementing consistent and safe procedures ensures the wellbeing of both children and educators.

3. Responsibilities

It is the responsibility of the Nominated Supervisor and coordination unit staff to:

- ensure educators are aware of the Nappy Changing, Toileting and Bathing Procedure and support the implementation;
- provide educators with up-to-date guidance and resources;
- monitor educator environments during monitoring, support and supervision visits to confirm appropriate facilities, equipment, and hygiene standards are in place;
- support educators in maintaining a safe and respectful environment for children during personal care routines;.
- ensure any incidents related to toileting, bathing, or nappy changing (e.g. accidents, injuries, or hygiene concerns) are reported and followed up; and,
- provide information to families about hygiene practices and their importance in promoting children's health and wellbeing.

It is the responsibility of educators and staff to:

- ensure the procedures for nappy changing, toileting and bathing are followed and adhered to;
- ensure that all materials and equipment (e.g. gloves, wipes, change mats, soap) are clean, accessible, and used appropriately;.
- maintain constant supervision of children during nappy changes, toileting, and bathing, ensuring their safety, privacy, comfort, and dignity always;.
- encourage children's independence in toileting where developmentally appropriate, while offering support as needed;.

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- use positive, respectful, and reassuring language during personal care routines to foster children's confidence and self-esteem;
- dispose of waste (e.g. used nappies, gloves) safely;
- wash hands and ensure children wash their hands after each nappy change or toileting incident;
- where requested, keep records of nappy changes or toileting routines, particularly for infants and toddlers, and communicate any concerns (e.g. changes in bowel habits, rashes) with families;
- report any incidents, injuries, or concerns related to personal care routines to the Coordination Unit;
- ensure the nappy changing and toileting area is cleaned and disinfected after each use; and,
- never leave a child on the change table unattended, physical contact should be maintained with the child at all times;

It is the responsibility of the Parents/Guardians to:

- provide up-to-date information about their child's toileting habits, nappy routines, and any relevant medical or developmental needs (e.g. allergies, skin sensitivities, toilet training progress);
- supply necessary personal care items (e.g. nappies, wipes, creams, spare clothes) as agreed with the educator;
- communicate any changes in the child's toileting or hygiene routines that may impact their care at the service;
- collaborate with the educator on toilet training plans to ensure consistency between home and care;
- notify the educator if the child has experienced diarrhoea, vomiting, or other symptoms of illness before attending care;

4. Procedure

4.1. Nappy Changing

4.1.1. Choice of Nappies

Parents and education and care services may have different preferences for nappies: some may choose to use cloth nappies, and some may choose disposable nappies. However, the use of disposable nappies is strongly encouraged in education and care services. This is because disposable nappies are less likely to spread germs into the environment because they are less prone to 'leaking' than cloth nappies and can be disposed of immediately. Whether a family chooses cloth nappies or disposable nappies, it is important to minimise the risk of contact with urine and faeces when dealing with soiled nappies.

4.1.2. Nappy change area design and location

- Specifically set aside an area for changing nappies in the immediate vicinity of handwashing facilities.
- Nappy changing facilities are designed, located and maintained to prevent unsupervised access by children.
- Separate the nappy changing area from food and craft preparation area;
- Supplies for changing nappies are readily available and easy to access, including the display of the nappy changing process

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- Change mats are cleaned effectively after each use
- Ensure there is a hand free lidded bin for the disposal of contaminated items nappies
- A walking child is encouraged to walk to the nappy change area.
- Where possible, excessive lifting of toddlers and larger infants is avoided when changing nappies.
- Dummies, toys, baby bottles or food on the nappy change is not allowed.
- Pre-moistened disposable wipes are recommended to clean the child.
- Cleaning items used which may be hazardous are located close by but in a safe and secure area

4.1.3. Nappy changing Process

The diagram below explains the process to follow:



(Diagram 1)

4.1.4. Cleaning the nappy change area

- after each change, wash the surface well with warm, soapy water or wet wipes. Use a paper towel or a piece of cloth to rub the surface. Put the paper towel in the bin or the cloth aside for washing after each change.

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- if faecal matter spills onto the change surface clean with warm, soapy water, and leave to dry out of children's reach; and,
- wash the nappy change surface thoroughly with warm soapy water at the end of the day and leave for as long as possible to dry and wash your hands.

4.2. Toilet Learning

- Educators and families will work collaboratively to plan and support each child's toilet learning. Strategies will be consistent between home and care, with only positive guidance techniques used while the child is in care.
- Parents/guardians will be requested to supply extra changes of clothing for their children.
- Children will be assisted to use the toilet in accordance with their individual needs'.
- Encourage children, especially girls, to wipe front to back, to reduce the chance of introducing bowel bacteria to the urinary tract.
- If a child has faeces on their clothes, dispose of faeces in the toilet and place the soiled clothes in a plastic bag. Keep these bags in a designated place until the parent or carer can take them home that day
- Children will be assisted to wash their hands.
- Educators will wash their hands after toileting each child.

4.2.1. Potty chairs

Potty chairs are not recommended because they increase the risk of spreading infection. Where a potty chair is used:

- It must be used in a space to maintain children's privacy and supervision requirements
- Its contents must be emptied immediately into the toilet
- It must be thoroughly washed and disinfected after each use
- The handwashing sink must not be used to clean potty chairs under any circumstances

4.3. Bathing

4.3.1. When bathing may be required

Bathing children in Family Day Care is not a usual part of routine care but may be required in specific circumstances, such as:

- a toileting accident or vomiting episode.
- an emergency (e.g. the child is visibly unwell or soiled).
- overnight care

Educators must assess whether a full bath is necessary and, where possible, opt for sponge cleaning or wiping before deciding to bathe a child.

- Bathing and showering must only take place in the bathroom (not a wash tub or wash trough)
- A child being showered must be over 4 yrs of age
- Obtain written consent from the parent/guardian for bathing a child as part of care routines, including a risk assessment

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- In the case of an emergency where immediate bathing is required (e.g. illness, soiling) the educator must inform the parent/guardian as soon as reasonably practicable after the event.
- Ensure supervision and privacy for all children in attendance can be maintained
- Ensure the bathroom is clean, warm, and safe for use.
- Gather all necessary items in advance (e.g. clean clothes, towels, soap, nappies).
- Inform the Coordination Unit if a bath is required.

4.4. Supervision

- Ensure supervision and privacy for all children in attendance can be maintained
- From the age of 0 to 9yrs old the child will have 1:1 supervision.
- - From the age of 9yrs supervision will always be at least within hearing range

4.5. Safety

- Test water temperature to ensure it is warm, not hot
- Use a non-slip bathmat and ensure the floor is dry to prevent slipping.
- Avoid deep water, fill only to a safe, shallow level.
- Use only child-safe, mild products on the child's skin.

4.6. Soiled clothes and Linen

- Soiled clothes are placed in a plastic bag, the top firmly tied, and parents are given the option of taking home the soiled clothes, or if they chose, having the soiled clothing disposed of.

5. Monitoring, evaluation and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, co-ordinators, volunteers and students or when there is a legislative change.

6. National Quality Framework

Element	Concept	Description
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
2.1	Health	Each child's health and physical activity is supported and promoted.
2.2	Safety	Each child is protected
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.

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Element	Concept	Description
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

7. Context

7.1. Standards or other external requirements	<p>Australian Children's Education and Care Quality Authority (2017), <i>National Quality Standards</i></p> <p>Australian Children's Education and Care Quality Authority (2017), <i>Guide to the National Quality Framework</i></p> <p>Department of Education, Employment and Workplace Relations, <i>Childcare Provider Handbook, July 2025</i></p> <p>National Health and Medical Research Council (NHMRC) requirements</p> <p>National Health and Medical Research Council 2024 (6th Ed). <i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i></p>
7.2. Legislation or other requirements	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p> <p>NSW Public Health Act 2010</p> <p>Public Health Amendment (Review) Bill 2017</p> <p>Victoria Public Health and Wellbeing Regulation 2009</p> <p>Food Act 2003 (NSW)</p> <p>Food Act 1984 (Vic)</p> <p>The Work Health and Safety Act 2011 and Regulation 2017 (NSW)</p> <p>Occupational Health and Safety Act 2004 and Regulation 2017 (VIC)</p>
7.3. Internal documentation	<p>Contact with Blood and Fluids Procedure</p> <p>Nappy Change Poster</p>

8. Document control

Version	Date approved	Approved by	Next review date
1.0	15/04/2020	R. Phillips - Acting Senior Manager, Children and Family Services	15/04/2023
2.0	04/05/2023	M Piffero – General Manager Operations	04/05/2026

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1.0	01/09/2025	The Children's Services procedure separated to be a standalone procedure for FDC and approved by: J Farrow - Manager Education and Care	01/09/2028
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