

NAPPY CHANGE PROCEDURE

Nappy Changing & Toileting Procedure – Statement of Intent

Our Service aims to meet the needs of all children by providing a **clean, safe, and hygienic environment** for nappy changing and toileting. We believe these daily care routines are not just about hygiene, but also **valuable opportunities for learning, trust, and relationship-building**.

Nappy changing and toileting rituals, when provided in a **caring, respectful, and responsive manner**, promote:

- **Children’s learning and development** through language-rich interactions, choices, and conversations (*VEYLDF & 3A Approach*).
- **Children’s rights, dignity, and safety** by ensuring privacy, seeking consent, and empowering participation (*Child Safe Standards – Standard 3: Children and young people are empowered and have a voice in decisions affecting them*).
- **Health and wellbeing** by reducing the risk of infection and minimising cross-contamination through consistent hygiene practices.

This procedure works in conjunction with our **Nappy Change and Toileting Policy** and provides detailed steps for educators to follow when changing a nappy at the Service.

Legislative and Quality Links:

- **Education and Care Services National Law & Regulations:** R.106, 109, 112, 115, 155
- **National Quality Standard (NQS):** QA 2 – Children’s Health and Safety
 - Element 2.1.1 – Wellbeing and comfort
 - Element 2.1.2 – Health practices and procedures
 - Element 2.2.1 – Supervision
- **Child Safe Standards (Victoria 2025):**
 - Standard 1 – Organisations establish a culturally safe environment
 - Standard 3 – Children and young people are empowered and have a voice in decisions affecting them
 - Standard 5 – Equity is upheld and diverse needs respected in policy and practice

Nappy Changing Procedure

STEP 1: PREPARATION

Educators will:

- **Ask the child for their consent** before beginning (e.g., “It’s time for a nappy change, is it okay if I help you onto the change mat?”).
- Use back-and-forth conversation, sing songs, or talk through what they are doing, creating a positive and engaging learning moment (*3A – Enriched Caregiving*).
- Offer choices when possible (e.g., “Would you like the red or blue toy while we do this?”) to support independence and participation (*Child Safe Standards – Empowerment*).

Steps:

1. Gather everything you need within reach (gloves, clean nappy, wipes, waterproof bag for soiled clothes/cloth nappy).
 2. Provide a basket of toys for the child to play with (wash toys after use).
 3. Wash hands with soap and water, dry with paper towel.
 4. For soiled nappies or if the child has red/broken skin, put on disposable gloves.
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STEP 2: CHANGING**Educators will:**

- Explain each step and check in with the child (*"I'm going to lift your legs now, are you ready?"*).
- Respond to the child's cues and body language, offering reassurance if they are uncomfortable.
- Ensure privacy and dignity are respected (*Child Safe Standards – Safe Environments & Respect*).
- Use language-rich interactions, describing actions and noticing what the child is doing (*3A – Conversational Reading in routines*).

Steps:

1. Encourage the child to walk up the steps or gently lift them onto the change table.
 2. Always keep one hand on the child to prevent falling.
 3. Remove the child's nappy and soiled clothing (keep cloth handy in case of urination).
 4. Use the front of the nappy to wipe off faeces.
 5. Using wipes, clean the child's bottom and genital area.
 6. Hold legs gently and lift the child's bottom, wiping front to back.
 7. Place dirty wipes inside the nappy, fold using tabs, and dispose in a hands-free bin.
 8. Place any soiled clothes/cloth nappies in a plastic bag.
 9. Remove paper covering and dispose in a hands-free bin.
 10. Remove gloves, turning them inside out, and dispose safely.
 11. If nappy cream is needed, put on new gloves.
 12. Apply cream, then remove and dispose of gloves.
 13. Place a clean nappy beneath the child, lift ankles gently.
 14. Fold flap up, tuck securely, and fasten tabs (not too tight).
 15. Dress the child and wash your hands as well as the child's hands — support self-help if the child is able (*3A – Learning Games*).
 16. Place the child with another educator in a safe area, encouraging them to return to play.
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STEP 3: NAPPY CHANGE AREA CLEANING**Educators will:**


- Talk with children nearby about why cleaning is important (*"We clean so germs don't make us sick"*) (*3A – Enriched Caregiving*).
- Ensure hygiene and safety are always prioritised (*Child Safe Standards – Safe Environments*).

Steps:

1. Wear utility gloves for cleaning.
2. Clean change table with detergent and warm water using paper towel/cloth.
3. Rinse mat with clean water, dry with new paper towel/cloth.
4. Dispose of paper towel or place cloths in wash hamper.
5. Wash hands thoroughly.
6. For spills (urine, faeces, vomit):
 - Cover with paper towel.
 - Remove solids and paper towel, seal in bag, dispose.
 - Clean surface with detergent and water.
 - Wash with disinfectant.
 - Wash hands.
7. Change mats or waterproof sheets during the day as needed, drying in the sun where possible.
8. Inspect mats daily for damage (holes, cracks, rips).
9. At day's end, wash mat and area with soap and water, dry in sun.
10. Restock supplies (wipes, nappies, liners, paper mats).
11. Implement extra hygiene measures during outbreaks (e.g., gastro).
12. Clean bathroom and change area daily with sanitiser/detergent and warm water as per manufacturer instructions. Wear gloves, use paper towel, and wash hands afterwards.

IMPORTANT REMINDERS

- **Always ask for the child's consent and respect their right to say "no."** If a child resists, educators will acknowledge their feelings, offer comfort, and try again with reassurance.
- **Never leave a child unattended** on a change table.
- Disposable gloves must be worn when disposing of nappy contents.
- Liners must not be flushed.
- Soiled cloth nappies (and reusable liners) must go in a separate bag after each use.
- Children's dignity, privacy, and safety must be protected at all times (*Child Safe Standards*).

• REVIEW OF PROCEDURE			
Date procedure created	9.9.2025	To be reviewed	May 28
Approved by	Melissa Collard	Signature	
Procedure Reviewed Date	Modifications/Changes		
June 2025	Procedure reviewed, additional section added Desktop resources		

NAPPY CHANGING RESOURCES		
NAME OF RESOURCE	RESOURCE DESCRIPTION	DESKTOP LIBRARY LOCATION
POLICY AND PROCEDURES		
Nappy Change Toileting Policy	This policy outlines procedures and responsibilities relating to nappy changing and toileting. Our Service aims to ensure best practice guidelines are adhered to, ensuring that children's bathrooms and nappy change areas are maintained in a hygienic state in order to eliminate or reduce the spread of infectious disease.	QA2 Policy Library
Educational program	Child safety standards, the 3 a approach, VEYLDF	Policy Library
Nappy Change Procedure	This procedure provides detailed steps for educators to follow when changing a nappy at the Service to help reduce the risk of infection and minimise cross-contamination.	Resources > Procedures
Toileting Procedure	This procedure ensures toileting routines are used as a positive opportunity for one-on-one interactions between the educator and child.	Resources > Procedures
Nappy Change Record	The risk assessment template identifies potential risks and hazards that may be present as children transition daily between the multi-storey levels or when required to evacuate the multi-storey service during an emergency. Harm or hazards are identified and assessed, and actions specified to minimise or manage the impact of any risk in the event of an emergency.	Resources > Forms
Nappy Change Audit	The purpose of a nappy change audit is to check that correct practices are being followed, ensuring consistent hygiene standards, minimising the risk of infection and maintaining regulatory compliance.	Resources > Audit