NAPPY CHANGE AND TOILETING GUIDELINES

City of Casey

Kindergarten Programs

1. Purpose and Intent

The City of Casey is committed to ensuring all children attending a City of Casey managed Kindergarten Program are provided with a safe and secure environment that supports their health and wellbeing and adheres to National Regulations. This guideline outlines the responsibilities of the service when providing a safe, clean and hygienic place for nappy changes and toileting that reduces the incidence of infection or illness. This guideline supports educators and staff to be responsive to the needs of children to promote their health and wellbeing, ensure interactions are respectful and safe.

2. Scope

This guideline will apply to the Approved Provider, Nominated Supervisor, Responsible Person in Day-to-Day Charge, educators, staff, students on placement, volunteers, parents, children and others attending the programs, activities and services managed by the City of Casey.

3. Definitions

Key Term	Definition
Approved Provider	An individual or organisation, such as City of Casey, that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.
Nominated Supervisor	A person who is the Responsible Person in Day-to-Day Charge, and has been nominated by the Approved Provider (City of Casey) of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.
Person with Management and Control	Individuals responsible for managing the delivery of a service or those who have significant influence over its activities. PMCs have specific legal obligations for ensuring compliance within early childhood education and care providers.

4. Background

Nappy changing and toileting are essential components of meeting children's physical care needs and supporting their overall health and wellbeing. These everyday routines also provide valuable opportunities to promote children's independence, dignity and developing understanding of their own bodies. Predictable and consistent practices support children to anticipate what will happen next, build

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confidence, and progressively develop self-help skills in line with their age and development.

These times also create meaningful opportunities for educators to engage in respectful, responsive interactions that strengthen relationships and support children to feel safe, secure and valued within the service.

Effective nappy changing and toileting practices are critical to maintaining a hygienic environment and reducing the risk of illness and infection. The City of Casey is committed to implementing safe, consistent hygiene practices and ensuring all children have access to clean, well-maintained facilities that support their health, safety and wellbeing.

5. Responsibilities for this guideline

Child Youth and Family Management, Person with Management or Control or the Approved Provider	• Ensure all educators and staff are familiar and compliant with the Nappy Change and Toileting guidelines and procedures, and all related guidelines such as Hygiene Guidelines and procedures.
	• Support the implementation of the Victorian Child Safe Standards legislation in all Child Youth and Family services.
	• Ensure the bathroom, nappy changing, toileting, and cleaning facilities are located and maintained in a way that does not pose a risk to children (Regulation 106(2)).
	• Ensure there is an adequate supply of cleaning and hygiene products, including gloves at all services.
	• Provide adequate and appropriate facilities for nappy changing and toileting (Regulation 109(3) & 112(3)), including facilities designed and located in a way that does not allow unsupervised access by children.
	• Ensure windows and viewing panels to nappy change and bathroom remain clear and unobstructed to enable natural surveillance and supervision.
	• Ensure privacy film strips protect the dignity of children in a child safe environment and that:
	  ◦ Nappy change and toilet facilities uphold the rights and dignity of children using the facilities.
	  ◦ Adequate supplies for nappy changing and toileting are provided.
	  ◦ Hand washing facilities are located in the vicinity of the nappy changing and toileting area for both staff and children.
	  ◦ Handwashing posters are displayed in bathrooms and nappy change areas.
	• Nappy bins with a childproof lid are provided.

Educators and staff	• Follow guidelines and procedures to ensure children are safe and cared for while toileting or having a nappy changed. • Ensure indirect supervision by other educators can be maintained while assisting children with their toileting needs, including nappy changing. • Check and maintain the nappy change and bathroom facilities for cleanliness during each session. • Always treat the child with respect and dignity in managing nappy changes and toileting. • Promote children's sense of agency and wellbeing. • Maintain appropriate conduct at all times (Section 166A). • Report or discuss any non-compliance of the guidelines immediately to their Team Leader.

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- Report any concerns regarding the conduct of any staff member (including colleagues, students, volunteers or contractors) immediately to a Team Leader (Regulation 166A).

Nappy Changing

- Complete Attachment 2 – Nappy Change Record for each child at the service.
- Ensure children's nappies are checked at regular intervals to maintain the child's comfort, dignity and hygiene.
- Educators will work in partnership with families to share information about their child's nappy change and toileting needs, update relevant plans and strategies, and share success over the year.
- Educators will collaborate and communicate with the team when nappy change procedures are taking place ensuring active supervision, child safe standards and educator/child ratios are maintained.
- Ensure nappy bins are emptied regularly, with non-compliance by cleaning contractors reported to the Team Leader.
- Ensure nappy change table mats are hygienically cleaned and maintained without any holes, tears or cracks to reduce the spread of infection. Educators will ensure any damaged mats are replaced.
- Never leave a child unattended during a nappy change, ensuring physical contact and direct supervision is maintained to ensure the child's safety.
- Ensure supplies are well stocked, readily accessible and within reach.
- Support children to walk up the steps of the nappy change unit to promote agency of the child, and reduce lifting by educators.
- Wash hands after each nappy change in accordance with the Hygiene Guidelines.
- Provide information to families at the time of enrolment about:
- Use and provision of disposable nappies.
- Procedures for managing nappy rash (including use and management of medication where required in accordance with the Medication Guidelines).
- Providing changes of clothes for the child.
- Respecting the dignity and rights of the child throughout the nappy change process.

Toileting

- Work in partnership with families to support their child through the toilet training process whilst at kindergarten, and respect the families' decisions and practices.
- Support children to recognise body signs and use the toileting, including flushing and washing hands, and communicating with an educator if they have had a toileting accident.
- Manage soiled clothing and underwear by respectfully assisting the child to change into a new set of clothes, and

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	placing soiled clothing in a plastic bag or alternative for parents to take home. • Ensure educators wash their hands in accordance with the Hygiene Guidelines. • Respect the dignity and rights of the child throughout the toileting process.
Parents/Families and service users	• Provide adequate disposable nappies and wipes for the child to use at the service. • Provide changes of clothes for the child attending the service. • When required, provide medicated nappy rash creams for use in line with the *Medication Guidelines.* • Take home soiled clothing or underwear for laundering at home. • Communicate with the service about nappy changing and toilet training for their child. • Discuss any concerns with the educators and staff at the service. • Avoid entering the bathroom space until directly assisting their own child.

6. Associated documents and attachments

This guideline should be read in conjunction with:

- Hygiene guidelines
- Medication guidelines
- Immunisation and Infectious Disease guidelines
- Child Safe Environment guidelines
- Supervision guidelines
- Interactions with Children guidelines
- Attachment 1 – Nappy Changing and Toileting procedure
- Attachment 2 – Nappy Change Record
- Hygiene Guidelines Attachment 1 – Hand Washing Practices

7. Relevant legislation

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- National Quality Standard, Quality Area 3: Physical Environment
- Occupational Health and Safety Act 2008
- Public Health and Wellbeing Act 2008
- Early Childhood Legislation Amendment (Child Safety) Bill 2025

8. Resources

- ACECQA: Toileting and nappy changing principles and practices
- Victorian Government: Supervision in early childhood services
- Victorian Department of Health: Hand Hygiene

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9. Statement of Commitment to Child Safety

All children or young people who attend services, programs, and events delivered by, and spaces owned or managed by the City of Casey, have the right to feel and be safe. The wellbeing and safety of children and young people in our care will always be our priority.

Council has zero-tolerance of child abuse and is committed to creating and maintaining a child safe and child-friendly organisation where all children and young people are valued and protected from abuse, harm and neglect.

The City of Casey is committed to creating and maintaining a child safe organisation where protecting children and young people from abuse, harm and neglect is embedded in the everyday thinking and practice of Council, its employees, contractors and volunteers.

10. Monitoring, evaluation and review

The City of Casey will ensure:

- Regular monitoring of the implementation of this guideline and its associated documents including training and compliance.
- This guideline and its associated documents are kept up to date with current legislation, policy and best practice.
- Review and evaluation of this guideline and its associated documents as part of the service's review cycle, or as required.

Reviewed by:	CYF Policy Officer, Kindergarten Programs Leadership, Early Years and Partnerships		
Approved by:	Director – Community Life		
Date Approved:	05/08/2026		
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Responsible Department and Team:	CYF Policy Officer Kindergarten Programs Early Years and Partnerships		

11. Document History

Date changed	Change Type
22/10/2026	New Nappy Change Record added.