



## Foresteers Outdoor Preschool

# Toileting and Nappy Changing Policy & Procedure

Reviewed January 2026

Reviewed by Hayley Smith - Preschool Manager

Foresteers Outdoor Preschool provides 4 portable camping toilets, each set up within a pallet cubicle. Each toilet will have easy access to toilet paper. Hand wash, hand sanitizer gel, paper towels and waste disposal bags will be situated in the hand wash station. Staff will instruct children about hand hygiene after toileting and before eating, and be vigilant about its practice by children.

Toileting procedure for toilet trained children:

1. Children are accompanied to the toilet by a practitioner (if required) or may use the facility independently.
2. Child uses the toilet
3. We encourage the child to wipe their own bottom; if required, practitioners assist the child using gloves to ensure child is cleaned thoroughly. (H&S issue: be aware of the potential for back damage when assisting a child in toileting)
4. Toilet paper is dropped into the toilet and flushed.
5. Staff and children wash hands with water and soap.
6. At the end of each day the toilets are emptied and cleaned.
7. Volunteers and students are not expected to support with intimate care.

### **Hand washing procedure in the forest:**

Hand washing after toilet use and nappy changing should be done each time at the Hand Wash station for adults in the changing hut. The wash station is elevated. The water temperature is maintained as close as possible to body temperature. This is done by regular monitoring of the water and “topping up” with freshly boiled water from a thermos or kettle off the fire or hot water from the kitchen.

Hands are to be washed using the water dispenser. The child will be assisted to wash all over the front and back of the hands and between the fingers into a good lather.

Children will dry their hands using paper towel(s). This will be located adjacent (within reaching distance) of the water dispenser. This waste towel is then disposed of in the waste bin.

Changing procedure in event of accidents – a third hut provides a changing area for changing nappies or providing a dry, more private area for children who need to change into clean, dry clothes. We encourage children to be as independent as possible whilst being mindful that the longer it takes, the colder the child will become. We also have blankets and sleeping bags available as an extra layer of warmth once children have changed if required.

### **Nappy Changing**

No child is excluded from participating in our preschool who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work

with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

These procedures are written in line with current guidance from EYFS. The Preschool Manager is responsible for ensuring all staff understand and follow these procedures.

### **Nappy Changing in the forest**

Children are encouraged to be changed standing up. If this can not be done a clean cloth is laid out before the child is changed. Children will have their own nappies and nappy bags in their bag (nappies are preferred over pull-ups as they are quicker to change when the child is wearing full waterproofs and therefore reduce the risk of getting cold. Wipes, gloves and aprons are located in the drawers.

Used nappies are to be disposed of in the waste bags.

### **Nappy Changing Procedure**

1. Staff member gathers all required materials
2. One pair of gloves per change
3. Child lies/stands on changing mat (depending on preference). As little clothing as possible is removed to ensure child is kept as warm as possible.
4. Staff member removes soiled nappy, cleans child thoroughly using wet wipes and places a clean dry nappy on the child. The child is redressed, any wet clothing is replaced.
5. The soiled nappy, wipes and gloves are placed in a nappy bag and disposed of in waste bag.
6. Adult to wash hands in the hand wash station in the changing hut after each change.
7. Volunteers and students are not expected to support with intimate care.

### **General Nappy Changing/Toileting points**

- Staff are familiar with the hygiene procedures and carry these out when changing nappies/toileting;
- Staff avoid pulling faces and making negative comments about nappy contents.
- Staff do not make inappropriate comments about children's genitals when changing their nappies;
- Nappies and pull ups are disposed of hygienically. All nappies or pull ups are bagged and put in appropriate waste bags for later transport from the forest site. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent / carer to take home;
- In addition, all staff ensure that nappy changing is relaxed and a time to promote independence in young children
  - If a child is toilet training and we have 3 accidents in between support to use the toilet a nappy will be put back on as it is cold in the woods and not all children say when they are wet, they will still be encouraged to use the toilet.

### **Children involvement**

- Children are encouraged to take an interest in using the toilet.
- Children are supported to wash their hands, and have soap and paper towels to hand. They should be allowed time to explore and investigate the water and the soap;

- Older children access the toilet when they have the need to and are encouraged to be independent, some may need regular reminders.
- Bear in mind, additional layers mean children may need more time and/or assistance than usual.

**This policy was adopted**  
on  
*1st January 2026*

**Signed on behalf of the**  
preschool  
*Hayley Smith*

**Date for review**  
*December 2026*