



# Changing, Toileting and Bathing Policy

## Te Kaupapa Here mō te Whakahou Kope, te Puta ki te Heketua, me te Kaukau

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito: January 2026 | Hānuere 2026

Next Review | ā houanga arotake: January 2028 | Hānuere 2028

Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer, Senior Teachers, Etu Ao Visiting Teacher Lead

### Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

Ensure provision of safe and respectful changing, toileting and bathing practices in kindergarten and Etu Ao Home-based services, as well as maintaining the health and safety of adults and children.

To ensure children's dignity is maintained.

### Applies To | Ko Wai Whakahāngaitia

This policy applies to all Teachers, Visiting Teachers, TONI Educators employed or contracted by He Whānau Manaaki o Tararua Free Kindergarten Association (Whānau Manaaki).

### General Principles | Mātāpono Whānui

1. Kindergartens and Etu Ao Home-based services will provide safe, hygienic and respectful changing, toileting and bathing practices, always maintaining a child's dignity and safety.
2. Changing, toileting and bathing children is considered an integral part of the learning programme and as such, shall be conducted in a way that upholds the principles of Te Whāriki.
3. Whānau Manaaki will provide suitable facilities for washing sick or soiled children to keep children and adults healthy and safe .
4. Kindergartens and Etu Ao Home-based services will develop Changing, Toileting and Bathing procedures that ensure healthy and safe practices are followed, as per the Changing, Toileting and Bathing Guidelines.
5. Whānau Manaaki supplies to each kindergarten a purpose-built change table and a wash down facility that is easily accessible at all times. Etu Ao use the bathroom or designated changing room.
6. Teachers and TONI Educators will act promptly to manage any saturation or soiling of children's clothing during session times.
7. Teachers, Visiting Teachers and TONI Educators will collaborate and work in partnership with parents/whānau/caregivers about the toileting of children.
8. Children will only be changed, toileted or bathed by:
  - Their own parents/whānau or nominated caregivers,



- People employed by Whānau Manaaki to work in the kindergarten or homebased service (usually this will only be Teachers/Visiting Teachers or TONI Educators, but could from time to time be other Whānau Manaaki employees, i.e. relievers, if previously agreed to by Head Teacher and/or are known to the child),
  - A person employed to specifically support and work with the child (e.g. Education Support Worker).
9. Nappy cream is not classified as a medication and does not need to be recorded on medication forms. Where the Kindergarten or TONI Educator supplies a nappy cream, they will notify parents and whānau of the brand of cream being used, and it will be recorded on the change chart if it has been applied when the child's nappy was changed.

#### Relevant Legislation and Regulations | **Whaitake Ture me Waeture**

- Education (Early Childhood Centres) Regulations 2008
- Licensing Criteria for Early Childhood Education and Care Centres 2008 (Ministry of Education)
- Licensing Criteria for Home-Based ECE Services 2008 (Ministry of Education)

#### Related Procedures or Processes and Documents | **Pākanga Tukanga me Pukapuka**

Management of Illness policy

Infant and Toddler policy

Changing, Toileting and Bathing Guidelines

Cleaning and Hygiene Policy (under development)

#### Policy Review Cycle | **Kaupapa Arotake Hurihanga**

This policy is to be reviewed every two years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.





## Changing, Toileting and Bathing Guidelines

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### Changing, Toileting and Bathing Procedures specifically for kindergartens:

1. Every kindergarten will develop procedures that document:
  - How they provide for changing, toileting and bathing children
  - How children will be respected and their dignity and privacy maintained,
  - How teachers will be mindful of opportunities that caregiving and one to one interaction provide, in developing meaningful relationships and learning experiences.
  - how will adults interact with children at these times,
  - How will children be empowered during times of changing, bathing and toileting,
  - How they will observe appropriate hygiene practices when changing, toileting or bathing children, including the availability and use of gloves, and hand washing for both children and adults.
  - How hygiene and infection control outcomes will be met when washing sick and soiled children
  - How they will deal with soiled clothing, and how they will discard soiled disposal nappies,
  - How are soiled reusable nappies stored and returned to caregivers/whānau to take home,
  - How will toileting needs be monitored and how often will children be checked
  - How are the nappy changing and Shub/showering areas cleaned and disinfected using diluted bleach solution, when and by whom,
  - How are children kept safe from falls or other hazards,
  - How solid waste from bowel movements is disposed of, i.e. when in reusable/cloth nappies, soiled undies,
  - If relevant, how are potties stored and cleaned,
  - How you will safely and hygienically use, and store nappy rash creams supplied by the kindergarten or caregivers/whānau, and if it is used for more than one child.
  - How they will provide privacy to the child being changed or bathed.
  - How they will ensure the health and safety of staff at these times.
2. If a service-provided nappy rash cream is used, you must have a process for informing Parents/whānau/caregivers of the brand used. Attention should be given to hygienic practices in the use of cream between children, i.e. use individual containers of nappy rash cream/barrier cream for each child when administering the cream. If using a shared container of nappy rash cream, use a disposable wooden stirrer/stick for each child to minimise cross-contamination, and dispose of it after each use.





## Changing, Toileting and Bathing Guidelines

3. Teachers must record all changes, toileting, and bathing of children on the Whānau Manaaki Toileting & Changing Chart, and record when nappy rash cream has been applied.

### Procedures specifically for Etu Ao Home-Based services:

1. Only TONI Educators/Visiting Teachers will change nappies or clothing, bathe or assist children with toileting (unless a member of the child's family is present).
2. TONI Educators will always show respect for the child and be aware of maintaining the child's dignity when changing, bathing or toileting.
3. TONI Educators will be mindful of opportunities that caregiving and one to one interaction provide, in developing meaningful relationships and learning experiences.
4. Rubber gloves will always be worn when changing or toileting children. Gloves are to be kept in the designated changing area and will be placed in a covered bin.
5. If bathing is necessary, the bathroom or shower will be used.
6. When changing nappies the designated changing mat/table will be used unless the child prefers to stand and be changed by the changing area.
7. When assisting children to change clothing, it is to be done in the bathroom or designated changing room.
8. Soiled cloth nappies will have as much of the bowel movement as possible flushed down the toilet and will be placed in double plastic bags then placed in the nappy bin or bucket with a lid. Soiled clothing will be put in a plastic bag labelled with the child's name and then placed in a bucket with a lid until home time.
9. Any used linen, such as towels, cloths, and bedding, will be placed in the laundry.
10. If the changing mat/table is used, this will be sprayed using the bottle with diluted bleach solution and then the entire area will be wiped with a handy towel which will then be put in the bin. The spray bottle of bleach solution must be changed daily.
11. If the shower or bath is used, this will then be cleaned using a spray bottle of diluted bleach solution and then hosed off with the shower head or rinsed from the bath tap.
12. When TONI educators assist children with changing, bathing and toileting, this information will always be recorded in the child's learning journal.
13. In the case of changing children's clothes this information will be recorded for parents.

### In the case of a sick child in a home-based service:

1. Gloves must be worn. These items are to be kept in the designated changing area.
2. The wash area and any soiling on equipment or furnishings must be cleaned with bleach solution.
3. Gloves and any paper towels used must be doubled bagged and disposed of in the covered bin.
4. Any towels or home linen soiled from a child (vomit or bowel movements) will be rinsed of any solid matter in the laundry tub and then washed separately in the washing machine on hot wash. The bucket is to be washed with a bleach solution.

