

Windsor Clive Primary School



Ysgol Gynradd Windsor Clive

Every Child – Every Chance – Every Day

School Toilet Policy

Date agreed: May 2025

Review date: May 2026

Children at Windsor Clive Primary School are all at stages of toilet training. We accept this and encourage all children to develop independent self care skills which are appropriate to their level of development. No child will ever be excluded or treated less favourably because of incontinence.

Ways in which we support toilet training before children start nursery:

- We try and take time to speak with parents during link up sessions about how confident their children are about using the toilet
- Parents and children are shown the toilet facilities in the school
- Parents are encouraged to start toilet training (if developmentally appropriate) and to seek additional advice from their health visitor.
- We work with health visitors and the Early Years Inclusion Team to ensure early advice is given to families.

When toilet training is started:

- Some children will start school wearing pull-ups/nappies and some will remain in them for their time in nursery/reception/SRBS/Hive classes.
- Toilet training will always take place in consultation with parents, who wishes are paramount
- Children will not be forced to start toilet training before they are ready
- When children are in school in pull ups changing arrangements will be discussed with parents.
- Parents will provide spare pull-ups/nappies.

Ways in which we support toilet training in school:

- Sometimes a particular member of staff will work with an individual children to support toileting
- Children will be taken to the toilet at regular intervals
- Motivators may be used to encourage children into the toilet-books, bubbles, moving toys
- Particular toilets may be 'designed' with a child in mind e.g the 'Thomas' toilet.
- Rewards may be given when a child sits on the toilet – bubble blowing, stickers, playing with a special toy
- Children may be taken to the toilet together so a less confident child can gain confidence sharing in the toileting experience
- Children are encouraged to be independent and to have a go at wiping themselves and flushing the toilet etc but will be overseen by a member of staff
- Information about toileting will be passed on to parents at the end of each session.

Changing children:

- It is expected that children in this age range will have accidents
- No child will be told off for having an accident and the situation will be dealt with kindly and sensitively
- Children will be changed in a specific place and their privacy respected. We will work towards a screened off area for changing.
- Children will always be changed by a member of staff and not by students, volunteers or other helpers in the nursery
- Children are changed on a disposable changing mat. Adults will use disposable gloves and aprons. Wet wipes are available in nursery.
- Children will be encouraged and supported to help change themselves
- Where children are in nappies, soiled nappies will be placed in nappy sacks and in the designated and separate bin for disposal
- Where children have wet/soiled themselves their clothes will always be bagged and returned to parents.

Where toileting is difficult:

Where there is a concern that there may be a medical problem, this will be discussed with parents who may choose to seek medical attention

Where parents need more support a referral to the Health Visitor or Toileting Outreach service may be made.

Where children have significant anxieties around toileting a referral to Parents Plus, or similar organisation may be made.

Where children have special educational needs the advice of the lead paediatrician or HV for special needs will be sought.

Headteacher: Kim Fisher

Chair of Governors: Dr Alex McInch

Dated: May 2025

Agreed plan for changing a child when toilet training

Name:
DOB:
Home address:
Post Code:
Home number/mobile number:
Parents name:
School name:
Year group:
Lead staff member:
Medical diagnosis or medical condition:
<p>Agreed plan:</p> <ol style="list-style-type: none">1. Tell another member of staff that you are going to change a child and why2. Take the child to the designated set up for changing area3. Whenever possible encourage the child to stand on a changing mat on the floor and remove his/her own clothes4. If the child has physical difficulties advice may be sought from the right professionals that are involved with the child ie. Manual handling, OT5. Be aware of health and safety issues (refer to the Health and Safety guidelines). Always wear plastic gloves and plastic apron to protect yourself and the child. Dispose of protective clothing and any soiled materials in the designated hygiene bin6. Place wet or soiled clothes in a bag and tie it tightly. Put this into another bag with the child's name on it.7. Once you have finished changing the child make a record of what you have done on the changing log and get it counter signed by the member of staff you told first
<p>Please read and sign the following statement keep a copy for your records and give a copy to the parents.</p> <p>We agree to follow this toilet training care plan for</p> <p>Parents signature:</p> <p>Date:</p> <p>Lead staff member:</p> <p>Review date of toilet training plan:</p>

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Dear Parent,

Please indicate below if you give/do not give your permission for your child to be changed when/if your child has a toileting related accident.

I _____ give permission for my child _____ to be changed if they have a toileting accident in school.

Signed _____

OR

I do not give my permission for my child _____ to be changed by a member of staff and request that I am contacted in the event of a toileting accident.

Signed _____

OR

I will ensure my child _____ wears pull ups to nursery when my health visitor feels they are ready. This is an important step in the toilet training process.

I will make sure nursery staff always have a spare change of clothes in case of accidents.

Signed _____