

BRANSTON PRE-SCHOOL CENTRE

TOILETING POLICY AND PROCEDURES.

Staff will:

Check every morning to ensure toilets are clean and clear from spills.

Ensure there are toilet paper, soap and paper towels to aid the children in their toileting requirements.

No child will be excluded from participating in our setting 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 make necessary adjustments to our bathroom provision and hygiene practice 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-judgmental concern of adults.

Nappy Changing Procedures:

Information about a child's changing/toileting routine should be obtained from the parents by the key person prior to the child starting at Pre-School; this information should be regularly reviewed and updated to ensure that the changing needs of the child are met.

- Nappies will be checked every 2 hours and changed if wet or soiled.
- Gloves and aprons are put on before the changing and the area is prepared.

- Noticeably wet/soiled nappies will be changed as soon as is practicably possible.
- Prevention of cross contamination is always a priority and care must be taken to use a different glove when applying cream.
- The nappy changing mat is sterilized with antibacterial spray after each nappy change.
- Staff will wash their hands with soap and water or sanitizer between each nappy change.
- Soiled nappies, gloves and aprons are removed immediately after changing and disposed of in the correct bin.
- Parents will be informed if a loose nappy has been changed.
- In addition, key persons ensure that nappy changing is relaxed and a happy time for the children.
- Nappy changing details will be recorded every time on Tapestry care diary for parents information.

Toileting Procedures:

- Children access the toilet when they have a need to and are encouraged to eventually be independent.
- Staff members only assist children to use the toilet when it is necessary and appropriate.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- Children are encouraged to wash their hands and have soap and towels to hand. They are allowed time for some play as they explore the water and soap.
- Children who are fully toilet trained are encouraged to use toilet paper to wipe themselves and flush the toilet.

- Details of any accidents during the session or whilst using the toilet will be recorded every time on Tapestry care diary for parents information.

If young children are left in wet or soiled nappies, 'pull ups' or clothes in the setting, this may constitute neglect and will be a disciplinary matter. Settings have a 'duty of care' towards children's personal needs.