



## Les Landes School Toileting Policy

UNCRC Article 16: Every child has a right to privacy.

UNCRC Article 19: Children should not be harmed and be kept safe.

### **Introduction**

This policy outlines how toileting needs are supported in our Reception class in a safe, respectful, and developmentally appropriate way. It reflects the requirements of the Early Years Foundation Stage (EYFS) and promotes children's independence, dignity, health, and wellbeing. It is important that the school ethos of developing strong and supportive partnership with parents informs all actions when dealing with sensitive issues of toileting.

### **Context**

By the age of 4 most children are toilet trained. This policy supports those children who are experiencing difficulty with this. There are also children with additional support needs who may not be toilet trained until they are considerably older and have rights and expectations under the Disability Discrimination Act 2001.

### **Children who are not yet toilet trained**

- Children are not excluded or disadvantaged if they are not fully toilet trained on entry to Reception.
- Individual toileting or care plans will be agreed with parents/carers where necessary.
- Staff will work in partnership with parents/carers and external professionals if appropriate.

### **Expectations**

- Children are encouraged to use the toilet independently and to tell an adult when they need to go.
- Children should attempt to manage their own clothing and personal hygiene where possible.
- Accidents are treated calmly and sensitively and are considered a normal part of development.

### **Staff Responsibilities**

- Staff will remind children regularly about using the toilet, particularly at transition points (e.g. before outdoor play, lunch, or home time).
- Staff will supervise toileting routines appropriately but will not routinely accompany children into toilet cubicles unless support is required.
- Staff may offer verbal guidance and reassurance.
- Where a child requires physical assistance, two members of staff should be aware, and support should follow the school's intimate care procedures.
- Staff will record and report any ongoing concerns to the class teacher, SENCo, or safeguarding lead as appropriate.

The class will follow the procedures below in the short term when dealing with wet or soiled children, understanding that this is not a normal part of the Reception practice, is not supported with adequate adult child ratios and needs addressing with the parents and other agencies.

### **Procedures**

- Intimate care will only be provided when absolutely necessary and in line with the school's Intimate Care Policy.
- Parents/carers are asked to provide a spare change of clothes, including underwear if their child has frequent accidents.
- If a child has an accident:
  - The child will be reassured and supported discreetly.
  - They will be encouraged to change themselves where possible.
  - If assistance is required, staff will follow agreed intimate care procedures.
  - Soiled clothing will be placed in a sealed bag and sent home.
  - Parents/carers will be informed of accidents at an appropriate time.
- It is expected that the Reception team change children as soon as they need it. If this causes problems with ratios at busy times of day, then the KS manager or Headteacher should be informed and an extra member of staff requested from the school to help out. An LSA or TA can be requested from the school by phoning the office.
- Reception should have gloves, polythene bags for storing soiled clothing and wipes available for use in changing children.

- A log should be kept of when a child has been changed and this should be logged on SIMS if a pattern emerges.
- Children new to the Reception setting can regress initially or 'forget' their training. They may have an accident particularly when playing in water and similarly when engaged deeply in play. This should be regarded as expected and dealt with in this light.
- If a child has regular accidents (**defined as three or more times a week**) then the teacher should talk to the parent in private at the earliest opportunity as soon as a pattern emerges (after 2 weeks or more). The situation should be fully discussed and the possible reasons behind this explored.

**See appendix 1 for a sample individual toileting programme that should be drawn up with the parent and teacher.**

On rare occasions it may be necessary to phone a parent if a child has had an episode of soiling during a session **and if** the child is very upset or ill **and needs to go home. This procedure should not be used unless it has been agreed in advance of contacting parents with the KS manager or Headteacher. The child should have the soiling removed immediately and be cleaned up and left in clean clothes or pull-ups until the parents or carers arrive to take the child home.**

## **Appendix 1**

**Exemplar of Individual Toileting Programme - not common for Reception children.**

Discuss the situation in private first with the parents\carers, focussing particularly on:-

- What is happening in the child's life? Have there been any recent changes in health, diet, home environment or routines (eg new baby, parental separation).
- Are there any routines or aspects of toilet area which are different from the child's experiences at home?
- Where might there be sources of anxiety about access to, or use of the toilets?

- Might there be anything else stopping the child from feeling relaxed about going to the toilet?
- Explain your policy and practice to parents and give them a copy.
- Find out if there is a pattern to when accidents happen (for example a particular time during the session or during particular play activities.) This may necessitate focussed observations.
- Feedback to parents on any findings.
- Draw up an individual toileting programme with the parent or carer.
- If a child has regular accidents it is appropriate to ask the parent to supply a regular change of clothing in a bag to be kept on their peg. The whole nursery team should know if this is the case and look for dry clothes on the peg before using the nursery clothes.

### **The programme**

Agree with parents/carers that

Their child will be sent in pull ups or ordinary pants and not nappies (unless in very exceptional circumstances of additional support needs)

A programme will be set up for the child which:-

- Is compatible with the child's habits and patterns and all children's needs for privacy and appropriate care.
- Includes frequent visits to the toilet.
- Fits well with the daily routine of Reception so visits to the toilet can be predictable and consistent.
- Allows accidents to be anticipated and therefore work towards preventing them.
- Includes a reward system (pebbles).
- Includes record keeping so that progress and success can be measured.
- Makes clear when feedback will be given to parents/carers on the child's progress.
- Is shared and understood by the whole team.

### **If necessary**

Consult external agencies with parental agreement for example Health Visitor or School Doctor only after you have considered the following:-

- Is the wetting or soiling unusual for the child's age or the stage of development?
- Has the toileting programme been unsuccessful?
- Have you made all the reasonable adjustments and minor alterations you can to make the child (and parent) feel more relaxed and confident about using the toilet?

**VC September 2014**

**Date of Review September 2017, October 2021, January 2026**