

Intimate Care and Toilet Training Policy

The transition from using nappies to learning to use the toilet / potty is an important stage of development for all children. It is our policy to give support and praise to children and to give advice and helpful ideas to their families. On joining the setting parents/carers are given a 12 Top Tips Toilet Training information sheet.

All of Bus Stop Pre - School staff members have current Disclosure and Barring Services checks (DBS). Any new member of staff whom is awaiting their DBS will not be permitted to take children to the toilet or to be left alone with children at any time and or to carry out personal care. Personal care includes - helping a child for reasons of age, illness, or disability with eating or drinking or in connection with toileting, washing, bathing and dressing (refer to the Statutory Framework for the EYFS, 2024). Also volunteers or visitors to the Pre - School will not be permitted to change a child or be left alone with them. However, students who attend the setting may need to change a nappy as part of their course curriculum, if this is the case, parents / carers will be ask to sign a permission form allowing a student to change their child's nappy under the supervision of a member of staff with a DBS. To ensure the safety of children in the setting the Bus Stop Management team understands that it is their responsibility to verify with the students college tutor that changing a nappy is a part of their course curriculum. Parents/carers are made aware of the above information during the induction process.

If a child is in the early stages of toilet training staff members are available to discuss with parents / carers and set up a personal care plan for individual children. Whilst a child is toilet training staff members communicate daily with parents / carers through daily conversations at the beginning and end of a full day.

If staff members feel a child is ready to learn to use the toilet they will talk to the child's parents/carers and discover how they feel. We often find that if a child is dry at home only, parents/carers can be a little reluctant to send them without a nappy to Pre - School or alternatively some parents/carers are unsure of how to start toilet training their child.

At Bus Stop Pre - School we can suggest the following:

- If a child is clean at home staff members suggest to parents / carers to bring in the child's potty / toilet seat from home. This may make the child feel more comfortable in the early stages of toilet training.
- If a child is able to tell an adult when they are having a wee/poo and is wearing a nappy at home and at Pre - School staff members will suggest to parents /

carers to encourage their child to try the toilet/potty when they are having their nappy changed. This can also be carried out at Pre - School.

Children at Pre - School are reminded to use the toilet throughout the day. Each child is given appropriate praise and encouragement for using the toilet or for having a try. All staff members are happy to deal with accidents and understand that having accidents is a part of the learning process. Parents / carers are asked to send their child in with a bag containing several changes of clothes and Bus Stop is happy to provide additional spare clothes. During the Induction process and or when children are in the early stages of toilet training the Bus Stop staff reassure parents/carers that accidents are likely and are part of the toilet training process.

If a child has a toileting accident and or needs support to use the toilet the staff member completes a Toilet Training sheet clearly showing the support given by staff. The Toilet Training sheet is located in the children's toilet.

During the induction process all parents/carers are informed that when a child is toilet training it may be necessary for a staff member to help a child pull down their trousers and pants/knickers and to help them get onto the toilet seat/potty. Parents/carers are made aware that only staff members with a current DBS check are able to support children when toilet training, when changing wet or soiled clothing and when changing nappies.

Children are changed in the toilet and wet/soiled clothing is put into a clean bag with a sticker, placed upon it. The sticker explains to the parent/carer the reason for the wet/soiled clothing. Bus Stop Pre - School does have a potty available for children to use, however prefer for children to use the toilets for health and hygiene reasons. If a potty is used, after use, it will be cleaned with hot soapy water, dried and stored upside.

Before taking a child to use the toilet or to change them, the staff member responsible will inform another member of staff. This is to ensure other staff members do not worry if they have seen that a child is missing from the group and also it is to ensure that staff members are aware of where other members of staff are.

If the toilet is busy, a staff members can change a child's soiled clothing in the Sleep Tent. The staff member will ensure the door of the tent is tied back, safeguarding the child and adult.

Please also refer to Nappy Changing Policy and Procedure and the Forest School - Toileting Procedure.

This policy was adopted in September 2008, to be reviewed annually.

This policy was reviewed in September 2024, to be reviewed in September 2025

Signed by Owner _____ Manager _____