

Forest School - Toileting Procedure, including setting up the Tippee Tap

Whilst out at Forest School children and adults may need to use the toilet and to wash their hands. To support good hygiene and health whilst out at Forest School a Toilet tent with a portable toilet will be available for children and adults to use and or adults and children will be encouraged to have a Wild Wee in the woods. A Tippee Tap will be available for children and adults to wash their hands with warm running water and or hand gels can be used.

All adults, parents/carers are explained the Pre-School procedure for toileting and handwashing in the woods during the induction process.

Only staff members with a DBS check are permitted to support children to use the toilet or to support them to have a wild wee in the woods.

Toilet Tent Procedure, including Tippee Tap in the Woods:

Before leaving for Forest School the adults need to ensure the following resources are packed:

- Toilet tent, (checked for cleanliness before use)
- Portable toilet, including toilet bucket, (checked for cleanliness before use)
- Toilet paper,
- Plastic bin bag/Nappy sacks,
- Disinfectant wipes/antibacterial spray,
- Gloves,
- Tippee tap container and rope,
- Bucket,
- Paper towels box.

Adults to follow the Toilet Tent Set up procedure:

- Set up toilet tent; tie ropes onto tree branches and use tent pegs to secure corners into ground.
- Place portable toilet inside the tent,
- Place box containing disinfectant wipes, gloves and wipes inside the tent, ensure lid is secure,
- Place bin bag next to the toilet; children are taught to place used tissue in the bin, not the toilet.

Adults to follow the Tippee Tap Set up procedure:

- Set up tippee tap; ensure it is nearby the toilet tent, hang the container upside down, over a low branch using the rope. The tap needs to be positioned upside down.
- Place bucket underneath the tippee tap (collecting used water, that could be recycled to extinguish the camp fire),
- Hang a bin bag/nappy sack to a nearby tree branch, to place used paper towels in.
- Place paper towel box nearby the hanging bin bag/nappy sack.

Procedure for using the Toilet Tent with a child:

- Adult to inform other adults that they are taking a child to use the toilet,
- Support child to use the toilet and place their used tissue into the plastic bin bag,
- Empty the toilet bucket after each use, unless there is a queue in which case empty as soon as possible,
- Ensure the toilet seat is wiped clean before the next use,
- Empty toilet bucket onto ground, away from Toilet tent and away from where children are playing,
- Adult to wear gloves when emptying toilet bucket,
- Ensure that children use the tippee tap to wash their hands after each use and or are given a wipe/hand gel to clean their hands, if the tippee tap is not available.

Adults to follow Toilet Tent Pack Away Procedure:

- Adults to wear gloves before handling the toilet,
- Empty toilet bucket into ground, away from Toilet tent and away from where children are playing,
- Clean bucket by rinsing out with clean water and wipe with antibacterial wipes,
- Place toilet seat and bucket into the trolley to ensure that children do not use or play with the bucket,
- Collect toilet paper bin bag, seal and place in the trolley,
- Take down toilet tent and place in bag including 4 tent pegs.

Adults to follow Tippee Tap Pack Away Procedure:

- Take container down from branch and drain any left-over water on the ground/over the campfire is needed/to clean toilet bucket,
- Remove the bin bag/nappy sack and tie it up. Placing the bag in the trolley,
- Repack the paper towel box in the trolley.

Returning to Pre-School Toilet Cleaning Procedure:

- Adult to wear gloves,
- Wash toilet and bucket using the garden tap, clean with antibacterial spray,
- Use paper towels to dry toilet and bucket,
- Put toilet paper bin bag in the general waste bin.

Replenish items, such as toilet roll, paper towels and antibacterial if required.

Wild Wee Procedure

If the Toilet tent is unavailable adults will support children to have a Wild wee in the woods. Adults to follow the procedure below:

- Adult to inform other adults that they are taking a child for a Wild wee,
- Adult to ensure they have tissue, wipes and nappy sack in their bum bag,
- Take child a little away from the area the group is playing in and find an appropriate bush/tree,
- Adult to support children, ensuring that their clothing is out of the way, so not to wee on it,
- Children to wipe themselves with a tissue and place in a nappy sack,
- Children use hand wipes/hand gel to clean their hands. Wipe placed in nappy sack.
- Nappy sack put in bin on return to premises.
- Children and adults wash their hands with water and soap, on return to Pre-School.

Also refer to Nappy Changing Procedure and Intimate Care and Toilet Training Procedure.

This policy was adopted in September 2017, to be reviewed annually.

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

Signed by Owner: _____ Signed by Manager: _____

Setting up the Toilet Tent and Tippee Tap

Adults to follow the Toilet Tent Set up procedure:

- Set up toilet tent; tie ropes onto tree branches and use tent pegs to secure corners into ground,
- Place portable toilet inside the tent,
- Place box containing disinfectant wipes, gloves and wipes inside the tent, ensure lid is secure,
- Place bin bag next to the toilet.

Adults to follow the Tippee Tap Set up procedure:

- Set up tippee tap; ensure it is nearby the toilet tent, hang the container upside down, over a low branch using the rope. The tap needs to be positioned upside down.
- Place bucket underneath the tippee tap (collecting used water, that could be recycled to extinguish the camp fire),
- Hang a bin bag/nappy sack to a nearby tree branch, to place used paper towels in.
- Place paper towel box nearby the hanging bin bag/nappy sack.

Procedure for using the Toilet Tent with a child:

- Adult to inform other adults that they are taking a child to use the toilet,
- Support child to use the toilet and place their used tissue into the plastic bin bag,
- Empty the toilet bucket after each use, unless there is a queue in which case empty as soon as possible,
- Ensure the toilet seat is wiped clean before the next use,
- Empty toilet bucket onto ground, away from Toilet tent and away from where children are playing,
- Adult to wear gloves when emptying toilet bucket,
- Ensure that children use the tippee tap to wash their hands after each use and or are given a wipe/hand gel to clean their hands, if the tippee tap is not available.

Adults to follow Toilet Tent Pack Away Procedure:

- Adults to wear gloves before handling the toilet,
- Empty toilet bucket into ground, away from Toilet tent and away from where children are playing,

- Clean bucket by rinsing out with clean water and wipe with antibacterial wipes,
- Place toilet seat and bucket into the trolley to ensure that children do not use or play with the bucket,
- Collect toilet paper bin bag, seal and place in the trolley,
- Take down toilet tent and place in bag including 4 tent pegs.

Adults to follow Tippee Tap Pack Away Procedure:

- Take container down from branch and drain any left-over water on the ground/over the campfire if needed.
- Remove the bin bag/nappy sack and tie it up. Placing the bag in the trolley.
- Repack the paper towel box in the trolley.