



No child is excluded from participating in life at Wilburton CE Primary School who may, for any reason, not yet be toilet trained and who may still be wearing nappies or the equivalent. We will work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We see toilet training as a self care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. All children are treated with dignity, care and compassion during nappy changing/toileting. Staff will ensure this time is relaxed; they do not make negative comments about nappy/potty/toilet contents. At Wilburton CE Primary School, we aim to provide the opportunity for all children to use the toilet independently and to provide assistance for those children who require it. Where children need additional support, we will remind them at frequent intervals to use the toilet. If a child is in nappies, these will be changed as necessary.

Partnership with parents

Staff at Wilburton CE Primary School work in partnership with parents/carers to provide care appropriate to the needs of the child.

Parents/carers are asked to supply the following:

- Spare nappies/pull up pants
- Antibacterial baby wipes
- Nappy sacks
- Spare clothes in a plastic bag
- Spare underwear in a plastic bag

Toilet training will be planned and agreed in co-operation with the parents/carers. Liaison with parents will ensure that there is continuity with routines at home (e.g does the child stand or sit? Do they use a potty or insert seat? Does the child need help with their clothing?)

If using pull ups, there will be discussion with parents about the phasing out of these, without causing the child confusion. Many parents use pull ups in the same way as a nappy

and they can prolong toilet training as the child does not feel that they are wet. A child can also become confused if they are swapping between pull ups at nursery and pants at home. For individual children, pull ups may still be agreed as the most appropriate option.

Procedures for children that are toileting or being trained to use the toilet.

The privacy of each child will be maintained.

Staff procedures for nappy/pull up changing:

Only staff with DBS Enhanced Disclosure clearance will undertake toileting duties; particular members of staff will be identified to change a child with known needs.

For any child requiring additional support, other than occasional 'ad hoc' support, an intimate care plan will be devised, in conjunction with the class teacher, school SENDCo and parents/carers. All staff identified as part of the plan will be known to the child and parents/carers.

Hygiene management:

Staff will wear protective disposable gloves and a disposable plastic apron when supporting children with their toileting. Nappies and pull ups will be disposed of after use in a separate refuse bin with lid.

Soiled clothing will be placed in a plastic bag and returned to the parent/carer. Staff will not rinse soiled clothing.

The changing mat will be wiped down with antibacterial wipes or spray after each change. Spillages will be cleaned with antibacterial spray or wipes as appropriate.

Staff will wash their hands with hot, soapy water and dry hands using disposable towels immediately after completing the task.

Child hand washing will be supervised by adults.

Procedures for nappy changing:

To maintain the dignity of the child, appropriate facilities – the adult toilet near the school office – will be available. This will be clean, warm and safe and will have resources needed for changing.

Children will be changed on a changing mat on the toilet floor.

During nappy changing, staff will interact with the child and if upset will reassure and comfort them. They will praise them verbally throughout the nappy changing experience.

Staff will be gentle and positive during nappy changing; they will ensure that the time is relaxed and a time to promote independence in young children.

All nappy changing and changing of underwear and clothing as part of the toilet training process will be recorded in the changing records. Staff will record the date and time of changing and whether the child was wet/dry/soiled as well as the time the changing occurred and the staff members initials.

Nappy changing will take place at timed intervals and as required. Children will be checked periodically and changed as needed.

Toilet training procedures

Children will be shown the toilet areas at the start of every day before the register to help promote confidence and familiarity in a new environment.

Children will be encouraged to take an interest in the toilet by talking to a friend/member of staff who is also in the toilet area.

Children will be taken to use the toilet regularly at planned times using a visual timetable.

During 'toilet times', children will be guided using a visual routine.

Children will be encouraged to adopt good personal hygiene by washing their hands properly using soap provided.