



Toileting Policy

We are increasingly admitting children into the Pre-School who have toileting/continence difficulties.

This may be for a range of reasons (e.g. general developmental delay, congenital abnormalities, long-term medical conditions, psychological issues, that they are at the latter stages of normal acquisition of toilet training, or that there has been a lack of appropriate parental guidance at the correct age).

It is **illegal** to refuse to admit a child to the Pre-School because of their incontinence or delayed personal development.

The Pre-School have an **obligation to meet the needs of a child with delayed toileting development** in the same way as meeting any other additional needs.

- 1) Parents/carers will be asked to complete a form **shortly before their child starts at the Pre-School** stating at what level their child is at in terms of toileting (e.g. fully independent, mostly independent but needs help with clothing, independent but needs reminders to go, in pull-ups and having frequent accidents, will only use the toilet at home, in nappies and has little/no awareness of a need to go or if they have been etc.)
- 2) For any child reported to have significant toileting difficulties (i.e. who are not mostly independent), a meeting will be arranged **prior to the child starting Pre-School** with the parents in order to talk through the Pre-School's management of toileting accidents and to draw up a **toileting plan**. This will include talking to parents about what clothes are best for their child to wear (e.g. elastic waists rather than belts, no dungarees), what language the parent uses at home, what strategies they are using/trying and what might be introduced at Pre-School once the child has settled. The aim would be that management of toileting is kept as consistent as possible between home and Pre-School, but also that there is **active involvement** from both home and Pre-School to help the child develop independence. A review date will be agreed with the child's family to monitor progress.
- 3) **Parents** will be asked to provide a bag with wipes, cream if needed and spare nappies/pull ups rather than the Pre-School meeting that cost. Spare sets of clothes, particularly underwear will also be required.
- 4) The Village Hall does not have purpose built changing facilities for older children. A designated area in the disabled toilet will be kept clear and clean with a changing mat if needed for cleaning the child whilst they are lying down.
- 5) When dealing with an incident, staff will wear disposable gloves and blue aprons which will be placed in the kitchen bin after use. Soiled nappies will be double wrapped prior to disposal (then placed into the outside wheely bins) The changing mat will be cleaned with disinfectant after each use. Any soiled clothing will be double wrapped and given to parents for cleaning.
- 6) Children's **privacy and dignity** will be maintained as much as is possible. No children will be changed in a private area or locked room. Parents will be informed if the child has become unduly distressed by a toileting accident or the changing procedures, and if any redness or soreness was evident etc.



- 7) There are no regulations that require more than one member of staff to be present if a child is being cleaned up after a toileting accident. All staff at the Pre-School will have enhanced DBS checks and **no adult will be involved in the toileting needs of children unless they are a regular member of staff with an up to date DBS check** specifically for the Pre-School setting.
- 8) In order to limit the disruption to the Pre-School, **only one member of staff will come out of the main hall to assist a child** who has had a toileting accident. For children with complex needs or behavioural issues, the parent/carer may have to be called in to assist. To remove 2 members of staff from the main hall setting for what could be 10+ minutes may **legally impact on the ratios of adult-child supervision**. All parents/carers of children attending the Pre-School will be informed that, in the event of a toileting accident, their child will be helped/cleaned up by one member of staff only.
- 9) If a toileting accident is thought to have occurred as a result of **illness** (e.g. a sudden onset of diarrhoea), the parent/carer will be called in to help the child. This will also be the case if a soiling accident has been significant enough that the child needs to be washed thoroughly. This will be strictly adhered to in order to **limit the spread of any infection** to staff and the other children.
- 10) A toileting diary is kept and this is displayed on the entrance door to the toilets for ease of staff to complete accordingly. This diary records the time that a child went to the toilet and required some help or required to be changed because of soiling or wetting. The practitioner has to tick or comment in the required boxes given details of what help was required for the named child along with any comments that a child might make that would give a practitioner some concern. This toileting diary is to be covered at all times from public view, keeping the information private and confidential.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School: _____ Date _____

This policy will be reviewed: _____ Autumn 2025

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: