

Victoria Primary School and Nursery Unit

Toileting policy

It is the policy of Victoria Primary School and Nursery Unit that we encourage greater independence with toileting at all times yet give help where necessary.

Your child may need help when:-

- 1 He/she wets his/her clothes whilst playing in the water tray
- 2 He/she has a toilet accident
- 3 He/she becomes unwell
- 4 He/she is changing for PE

In Practice

- 1 If needed a member of staff will assist your child at the toilet. At the same time we will encourage independence in this area.
- 2 All staff will promote good hygiene practice ie always flushing the toilet after use and always washing hands after going to the toilet.
- 3 If your child has wet/soiled themselves a member of staff will clean your child and help him/her to put on clean clothes.

Procedure for all staff to follow

- 1 When a child tells a member of staff that he/she needs changed, that member of staff tells the other member of staff that she is going to change a child in the toilets.
- 2 Reassure and comfort the child.
- 3 All staff to wear gloves
- 4 Have the child stand in the toilet area with the door open and the member of staff to stand where they can be seen by others.
- 5 Change the child out of the wet/soiled clothes.
- 6 Assist the child to put on clean clothes always encouraging independence in this area.
- 7 Staff to record and date all toilet accidents in the incident log. A note written which records date, name of child, wet/soiled, changed by ...
- 8 At going home time parents/childminders to be informed that their child was changed.
- 9 In the Nursery Unit children will only be changed with the prior consent of the Parent/Guardian