**Portlethen Primary School Nursery**

**Toilet Training Policy**

**Policy Statement**

At Portlethen Primary School Nursery all children will start nursery at different stages of toilet training according to their own development and needs. Staff will work with parents and carers to support each child on an individual basis, to become independent with their personal hygiene. The dignity of the child is paramount and will be maintained at all times.

**Toileting Procedures**

* Each child will have a spare set of clothes in case of accidents
* Staff will support children to be independent when changing soiled clothing and will assist when needed, wearing appropriate PPE.
* Soiled clothing will be double bagged and appropriately stored until a parent/carer returns to collect their child at the end of a session
* Staff will advise parents/carers of incident on collection
* A child who is in the process of toilet training will have a care plan developed for them in consultation with the parent/carer and staff. The plan will be known to all staff in contact with the child and will be reviewed regularly.
* Parents will supply nappies and if necessary, barrier cream in its original, sealed packaging for the nursery.
* Children who wear nappies will also have a care plan in place to meet their needs.
* Staff will follow the detailed procedure for nappy changing which will be displayed in the designated nappy changing area
* Hand washing for children and staff will follow best practice guidance in line with the infection, prevention and control document
* Spillages of bodily fluids will be dealt with in line with the infection, prevention and control document

**Principles**

As part of staff induction, staff will be made aware of procedures which comply with health and safety regulations. For example, dealing with children soiling and wetting themselves.

Discussions with parents/carers at the enrolment stage of the child’s induction to nursery is vital in assessing the child’s stage of maturity regarding personal hygiene. Parents will be encouraged to toilet train their children at home, as part of their daily routine and nursery staff will re-inforce these routines to ensure a consistent approach.

When wetting or soiling occurs, these incidents will be treated with sensitivity, as children are more likely to make progress when praised for their successes.

Nursery staff have a responsibility to encourage children towards independence and to promote a positive self-image. Staff will respect the personal dignity of children whilst supervising or re-enforcing toilet skills.

Frequent routine trips to the toilet are preferable but we must be aware of the effect of over pressurising a child. As a guide, children who are being toilet trained will be encouraged to go to the toilet every 30 minutes. However, this will depend on the individual.

**Recommended Procedures when Changing Wet/Soiled Children**

* The first appropriately qualified staff member that the child encounters will change the child as soon as possible.
* The staff member will inform colleagues that they are going to change the child.
* Student and volunteers are exempt from changing children who have soiled themselves.
* The child will, where reasonably practicable, be changed in a designated area that provides sufficient space, heating and ventilation to ensure safety, privacy and comfort.
* Items of protective clothing, such a gloves, baby wipes and disposable aprons, will be provided and be readily accessible
* Supplies of suitable cleaning materials will be provided for cleaning and disinfecting changing surfaces
* In the event of wetting, the child’s independence will be encouraged by dealing with as much of the routine as possible with an adult in attendance.

**Nappy Changing**

At Portlethen Primary School Nursery, we respect and understand that some children still may not be ready for toilet training. We will meet these children’s personal care plan needs on an individual basis to ensure they are always comfortable. Staff will respect children’s dignity at all times. For those children who require changing, staff will follow best practice and current national guidelines as stated by the Care Inspectorate.