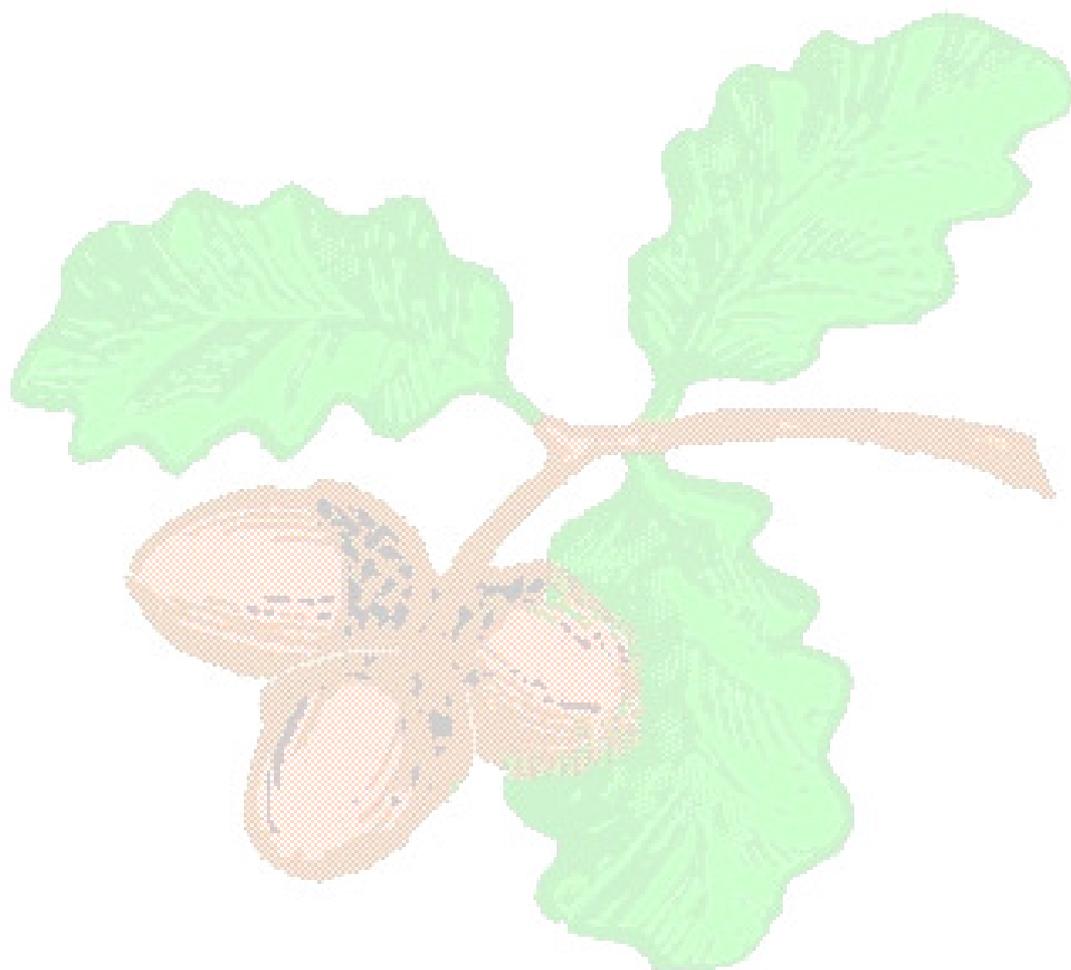


**Churchfields Infants' School,
Nursery Unit
& Language Facility**



**Toilet Training
Policy**

TOILET TRAINING POLICY

Background

The governors and staff at school support the government and borough policy on including children with special educational needs within the school and take note of the Special Needs and Disability Act of 2002 where it is unlawful to discriminate against disabled children in the provision of any service.

The DDA sets out two main duties:

- Not to treat a disabled child “less favourably”.
- To make “reasonable adjustments” for disabled children.

We recognise that for developmental and other specific reasons children may not be toilet trained when they start school. For some children this may be extended for some time.

We would encourage all parents to toilet train their children before starting Nursery. However, we recognise that becoming toilet trained is an important part of the development of young children. The staff and governors recognise that this aspect of a child’s development is an integral part of their education at its early stages.

The Policy

Staff within the Early Years will assist parents and carers to toilet train their children. Good liaison with parents and a consistent approach are vital. It is also important to work together with other professionals.

Parents/Carers of children in the nursery can be referred to their Health Visitor. For older children, the school nursing service or the continence advisor may be helpful.

A confidential home school agreement will be signed by parents/carers/school staff specifying the arrangements that have been put in place for individual children.

Staff who are changing nappies have been advised for their own personal safety to be up to date with immunisations, particularly Hepatitis B.

Staff will follow the “changing nappies” protocol at all times. (**See Appendix 1**)

Staff have been instructed on the importance of Health and Safety, with particular regard to disposal of hazardous waste and communicable diseases.

Attending to the needs of children who require toilet training is part of early education of the child and not a child protection issue. However, in the best interests of the children and staff involved the following protocol will be followed:

- A risk assessment is carried out to minimise risk to all involved.
- Staff will encourage children to be independent and to manage their own needs wherever possible.
- Staff will always notify another member of staff (as confidentially as possible) when they are taking a child to the toilet.
- Whilst respecting the privacy of the child, staff members will be as “visible” as possible.
- Children who need assistance with their toileting needs will be taken to the designated area, which has been agreed as the most suitable place.

Children who are in the process of being toilet trained require respect and privacy. Remember the child’s feelings and try to be as discreet as possible. If other children make comments, deal with them sensitively but honestly. Therefore arrangements to assist children will be made with this in mind:

- The rota for changing the named child will be known to all staff and displayed.
- A cubicle in the nursery toilets has been designated for a changing area and has been equipped with the relevant health and safety and changing equipment.
- Equipment for changing children is kept in a bag and placed on a shelf in the cubicle area (out of reach to children).
- Children who need support with their toileting will be taken at the beginning of story/snack/outdoor playtime in order to give maximum privacy.
- Visual reminders may be useful – a photograph sequence of what to do. This can be in a book or schedule for the child to refer to. A makaton sign could also be used as a discreet signal to other staff. If symbols are used, they can be placed in appropriate places for the child to bring to the adult.
- Reward through praise. Stickers or a star chart may be used if appropriate.

Parents/carers are asked to supply adequate provisions (nappies, pull-ups, wipes) and a change of clothing in case of accidents.

Where appropriate, targets for toilet training will be included on a child’s individual education plan in the area of personal and social development.

This policy was agreed and adopted by the Governing Body in June 2005. It will be reviewed annually

Appendix 1 Hygiene/ Changing Nappies Protocol

Hygienic practices involving nappies and changing mats are vital as one of the commonest infectious problems in the under fives is diarrhoea.

- Hands should be washed using soap under warm running water, rinsing carefully and thoroughly drying them on disposable paper towels before putting on, and after removing, protective clothing. Shared towels must not be used. Hand washing is the most simple and effective method for preventing the spread of infection.
- The adult should wear disposable gloves.
- Cuts or abrasions in any area of the exposed skin should be covered with a waterproof plastic dressing.
- Changing mats should be covered with disposable paper, which should be discarded after each change. If soiling occurs, the mat should be washed with hot water containing Milton – dilute 1:3/soapy water and allowed to dry before further use. Should the plastic covers become torn or cracked, they should be immediately discarded.
- Disposable nappies should be provided by the parent/carer and upon disposal should be placed in a plastic bag, which should be tied securely before placing along with the disposable gloves in a yellow bag (clinical waste disposal bag provided by the LEA and stored in a lockable, vermin proof enclosure for collection, by the Public Protection Service.).
- Nappies are easier for changing but pull-ups are better for independence.
- Spills of body fluids should be cleaned using whatever absorbent materials are available e.g. toilet paper, paper towels and disposable gloves / aprons should be worn.
- Skin that has been in contact with another person's bodily fluid should be washed with soap as soon as possible
- Disinfect spillage area with bleach – dilute 1:10. Do not mix with any other preparatory cleaning fluids, as the risk is significant and can result in serious personal injury. A COSHH Assessment has been carried out on all cleaning materials stored in school.