**Sunning Hill Primary School**

**Toileting & Changing Policy**

***Linked Documents:*** *Safeguarding Policy, Intimate Care Policy*

# Rationale

At Sunning Hill we aim to provide a safe, caring environment in which are pupils are able to play and develop.

The comfort of pupils is paramount and we must ensure that our nursery children, and children in Reception, with a toileting need are changed as needed. We understand that some of our pupils may not have been potty trained and for this reason our facilities must make nappy and pull up changing both comfortable, dignified and safe. Sunning Hill aim to meet the developmental needs of each child when encouraging toilet training and will work closely with parents to support the child whilst at the setting.

**Procedure for nappy changing:**

Nappy Changing takes place in accordance with the child’s individual routine. Nappies are changed in the 2 year old room but to the side in a more private space.

* Staff must wear disposable plastic aprons and gloves while changing wet and soiled nappies. To prevent the spread of infection gloves and aprons should only be used once.
* All equipment should be prepared before each change and be well within reach of the changing area.
* Changing mat is to be cleaned after every nappy change with antibacterial solution.
* Staff must clean hands between each change with anti-bacterial gel or wash hands thoroughly.
* Soiled nappies should be wrapped in a nappy sack and placed in a bin.
* Nappy bins must be changed twice daily.
* Report any deficiencies of essential stock immediately.
* If staffing levels permit, children will be changed by their key worker for familiarity.

**Procedure for pull up changing:**

Pull up changing takes place in accordance with the child’s toileting needs, soiled or heavy pull up will always be changed. Pull ups are changed in a toilet cubicle for privacy but with the door open. Children will usually stand to have their pull up changed, but alternative arrangements will be made where this is not possible.

* Staff must wear disposable plastic aprons and gloves while changing wet and soiled pull ups. To prevent the spread of infection gloves and aprons should only be used once.
* All equipment should be prepared before each change and be well within reach of the changing area.
* Staff must clean hands between each change with anti-bacterial gel or wash hands thoroughly.
* Soiled pulls ups should be wrapped in a nappy sack and placed in a bin.
* Nappy bins must be changed twice daily.
* Report any deficiencies of essential stock immediately.
* If staffing levels permit, children will be changed by their key worker for familiarity.

**Procedure for toilet training.**

*When children are ready to begin toilet training they will display some/all of the following signs. They are likely to:*

* *Be dry for long periods without needing to be changed, then suddenly become very wet*
* *Ask to go to the toilet*
* *Hold themselves*
* *Stop what they are doing when playing then suddenly start again – because they are weeing or pooing*
* *May comment when being changed by saying wee or poo*
* *Try to take own nappy/pull up off or pull pants down.*
* Toilet training will commence after a discussion with or by request of parents/carers. A toileting plan will be filled in with parents and school/home will agree to follow the same procedure.
* Staff will adopt a positive approach to each child that is toilet training. Praising success and minimising accidents.
* Children will be offered the opportunity to use the toilet at regular intervals, or when the child indicates his or her toileting needs.
* Soiled or wet clothing will be placed in a nappy bag ready to take home.
* Parents/carers will be verbally informed of their child’s progress daily. Any issues or areas of concern can be discussed between staff and parents/carers.

*Our school aims to support all families and the wider community. Any queries or concerns regarding individual policies will be considered on an individual basis.*