

## Children's Toileting Procedure

The children's toilet area within the nursery is set out to have a warm friendly feel to help the children feel relaxed and comfortable when using this environment. Items of interest such as the children's artwork and photographs will be displayed to give each child a sense of ease and security.

It is important that the Key Person role is used when changing or toileting children. Interaction between the staff and the children is paramount at such an important stage of development. Knowing your children as individuals is very important.

### Baby Changing

**Children must not be changed on a 10am and 2pm system-they must be treated as individual with individual needs alike. Always consider routines, patterns, times coming into nursery etc**

Before changing a baby you must ensure you have all the necessary items at hand. The staff must wear aprons and gloves for protection against cross infection. Staff will communicate with each other when they start nappies and will leave the door to the changing area open as stated within our Safeguarding policy. Parents will have identified how they would like their child to be changed and if they require cream. This routine must be followed. A nappy changing chart will be displayed above the changing area. The times and results of a nappy change will be recorded for feedback to the parents.

All the used nappies will be disposed of straight away in a nappy sack. The area used will be sprayed with disinfectant ready for the next change. The staff will discard of the gloves and apron (or disinfect if not soiled), following with the correct hand washing procedure.

Children wearing nappies will be checked and changed at least three times a day. Once in the morning, before and after meal times, after their sleep time and before they go home.

### Potty Training Procedure

Potty training is an important part of each child's development and requires careful management. It should be a relaxed time for the children. The staff should consider ways in which they can bring fun into the routine to encourage the children's motivation.

Parental partnership links are of the utmost importance and so each child's Key Person will liaise closely with parents at the start and continuously through the potty training stage. Open communication is the key to success.

Discussions between Key Persons and the child's parents may include questions like....

- Will the child need their own potty or will they be happy with a Nursery potty?
- Will the child be wearing pull-ups or cotton underwear?
- Has there been any prior potty training at home?

- Does the key person need to make a star and time chart for the child?
- How is the child congratulated when successful?
- Does the child show any signs of needing to use the potty?

Once the child's requirements have been established, Potty training at the Nursery will commence.

- All members of staff will be made aware of who and when the child is potty training.
- The child will be asked at regular intervals if they need to use the potty.
- The child is made aware of where the potty is kept.
- The child's success rate will be recorded.
- The Key Person will try to establish a time scale of when the potty is used.
- All accidents will be dealt with sensitively.
- The child will be praised constantly, stickers may be used.
- Communication between the staff and parents will be daily and on-going.

The contents of the potty will be flushed away in the toilet. The potty will be rinsed and sprayed with sanitizer ready for use.

All children are encouraged to wash their hands as an interactive with the staff to ensure self-help and hygiene are reinforced.

If a child has an accident where they have soiled themselves all children should be cleaned fully with baby wipes. If it is necessary a child should be put in a baby bath with warm water to ensure they are fully cleaned. The child's soiled clothes if necessary should be rinsed out in a bucket with warm water before being placed into a nappy sack to take home. The contents of the bucket should be flushed away into the toilet.

### **Using the Toilet**

Within the classroom staff will continuously ask the children if they need to use the toilet. Regular trips to the toilet will be timed for before and after meals and before sleep time. The children will use the toilet as needed and they will always be offered help by a staff member, ensuring that we maintain privacy for the child. It is important to know your children's individual needs; some may manage better than others. Especially when dressing and undressing etc

The children will be shown the correct way to use a toilet and to ensure they flush after each time they use it. The staff and children will use this time for development of language and literacy through on-going communication making sure they wash and dry their hands.

A member of staff will check the toilet area after every use. The toilet seat, door handle and flush will be wiped with clean with disinfectant. The floor will be checked for any spillage, if so, it will be mopped up straight away. The sinks will be rinsed as necessary.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>September 2022</i>	<i>Emilia Olkowska</i>	<i>September 2023</i>

