



Ladybirds Toileting Policy (Revised 4th November 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

At Ladybirds Preschool we ensure children are introduced to the toilet area and assisted with their individual toileting needs according to their stage of development. The staff will ensure children are assisted with appropriate care and that hygiene rules are adhered to. The child's welfare and dignity is of paramount importance.

Children do not need to be potty trained before starting Preschool but parents must ensure they supply nappies and wipes to the Preschool.

Procedures

If a child requires assistance with a nappy or soiling change, the staff will ensure that:

- Any staff assisting children have a high awareness of child protection issues
- The area for nappy changing is away from the food preparation area
- Nappies and soiled clothes are bagged and either disposed of or stored securely on the child's peg
- All staff thoroughly wash their hands with soap after assisting with toileting and gloves and aprons must be worn
- Any changing mats used are cleaned after use
- When changing occurs, the dignity of the child is upheld at all times and staff will ensure that changing is not in view of other parents or visitors to the Preschool
- Any direct touching, cleaning or wiping is performed in a professional manner to ensure that the child is adequately cleaned and their dignity and privacy is maintained
- The child is not distressed, embarrassed or uncomfortable and is reassured at all times. Sudocrem or other medicated treatments can be applied if these have been used previously on the child to treat nappy rash and are provided in a named tub by the parent/carer

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- There are adequate supplies of wipes (for soiling accidents), bags and spare clothes (nappies and wipes are provided by the parents/carers)
- Staff will ascertain how a child's toileting may need to be carried out and determine how many staff should be present if necessary
- The child will be encouraged to be as independent as they can be at that stage of their development and the staff will praise the child's individual development in this area
- Staff work closely with parents when the child is ready for potty training, will aim to follow the routine the parent wishes to follow and provide feedback about progress
- Dependent upon the stage of development, the staff will openly discuss with the child the use of the toilet, purpose of toilet paper, hygiene rules and also assist with their understanding of their own bodies under the EYFS curriculum
- Toileting arrangements will be discussed regularly with parents ▪ The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into by the manager and outcomes recorded
- If a member of staff has any concerns about any physical changes in a child's presentation, e.g. marks, bruises, soreness, she/he will immediately report concerns to the designated person for child protection. A clear record of the concern will be completed and referred upon if necessary (see Safeguarding and Child Protection Policy)
- Parents/carers will be contacted at the earliest opportunity as part of this process, in order to reach a resolution. The needs of the child will remain paramount. Further advice will be taken from outside agencies if necessary.

[Other Related Policies & Procedures](#)

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Administration of Medicines*
- *Admissions*
- *Children's Rights & Entitlement Policy*
- *Employment & Staffing Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*

- *Health & Safety Policy*
- *Infection Control Policy*
- *Key Person & Settling Policy*
- *Managing Children & Staff with Allergies Policy*
- *Nappy Changing Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Physical Contact & Handling Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Special Education Needs & Inclusion Policy*
- *Staffing & Volunteers Policy*
- *Student Placement Policy*
- *Working in Partnership Policy*

This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy

November 2024

Review Date: November 2026

This policy was adopted by the committee on 11/11/2024

Signed: *Jean de Jarvis*_____

Reviewed Date:

Signature:

Amendments: