

Southey Green Primary School

Toileting and Intimate Care Needs Policy

2025-2026



Originator	K Holland
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Person (s) responsible	SLT

Southey Green Primary School and Nurseries are committed to working alongside parents in supporting them with toilet training their child. Staff will aim to follow established routines developed at home and where requested, staff will offer support and guidance in developing a suitable toileting routine for a child both at home, in nursery & school.

No child is excluded from participating at Southey Green Nursery who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. However, when children enter FS2 (reception classes) it is the expectation that good toileting habits are established, unless there is a medical reason. If a child is not toilet trained school will meet with parents/carers to discuss the child's needs.

On Entry into 2 Year Provision (FS1)

A major milestone for children at two is becoming toilet trained. When assessing your child's developments and achievements at nursery, staff have to report on your child's health and self-care, which includes toileting. If you are thinking about toileting your child or would like some advice on when is the best time to start, please speak to a member of the nursery team who will be happy to help.

Staff will continue routines established at home, to ensure a smooth transition. To minimise the risk of skin irritation parents are requested to supply their own nappies, wipes and creams while their child is at nursery. To ensure our children are getting continued quality teaching from staff at nursery, we are asking parents to ensure children arrive at nursery in a clean, dry nappy if they are not yet toilet trained. Staff will then change children on a need to basis, allowing a member of staff to spend more time in the provision, supporting the children's learning. Staff will obviously continue to support you and your child when toilet training and also have hand out materials to support you with this.

On Entry into 3 Year Provision (FS1)

Staff will continue to work closely with parents to support children with toilet training where possible, if there is no medical reason. Again, to minimise the risk of irritation parents are requested to supply equipment and a spare pair of clothes, so staff can change if they have a toilet accident. If a child is still in nappies, parents are asked to provide nappies and other resources to support with changing. To ensure our children are getting continued quality teaching from staff at nursery we are asking parents to ensure children arrive at nursery in a clean, dry nappy if they are not yet toilet trained. Staff will then change children on a need to basis allowing a member of staff to spend more time in the provision supporting the children's learning. Staff will obviously continue to support you and your child when toilet training and also have hand out materials to support you with this.

On Entry into Reception (FS2) up to Year 6

- It is the expectation of Southey Green Primary School that, unless there is a medical reason, all children should be toilet trained on entry to FS2. If a child is not yet fully toilet trained, staff will to work closely with parents in order to support this. A meeting can be arranged to discuss individual needs.
- Toileting is a key part of growing up and Southey Green Primary School is committed to teaching all children good habits. In each toilet area there will be sequencing strips and hand washing routines. If required during the early toileting phase, staff will support children with using the toilet by
 - reminding them to visit the toilet at regular intervals
 - guiding them with the routines including wiping and handwashing.

However, staff will not do this for the children unless there is a medical condition, a care plan in place and consent from parents.

In the event of a toileting accident, staff will change the child if they are just wet and inform parents as soon as possible. In order to minimise distress, if a child has soiled themselves without a care plan in place, parents will be phoned immediately so that they can come into school to clean and change their child. We understand that accidents happen but it is vital that all children are toilet trained.

In the event that a child is reluctant or refuses to go to the toilet or be changed, the parent/carer will be contacted.

Children over the age of 8 years old

Local/National guidance suggests that children over the age of 8+ it suggest that children should be changed by an adult of the same sex. This is discussed with parents/carers when writing a care plan and we will try our utmost to adhere to this.

Nappy Changing

Nappy changing is handled with care and sensitivity at all times at Southey Green Primary School and Nurseries. Parents of children requiring nappy changes complete a consent form prior to admission and are expected to provide nappies, wipes and creams if required. A daily log is kept of all nappy changes and we ask that all children in nappies arrive to school with a clean, dry nappy on. Nappies will be changed on an 'as and when' basis when children are in school for half a day but if children are in school for the full day, they will be checked every 2 hours at a minimum.

The following procedure is applied:

- Consent is obtained from parents prior to changing any nappies
- A changing unit is provided for use when changing nappies
- Ensure a changing mat is clean and all necessary items are to hand
- The child will never be left unattended in the changing area
- Ensure child is comfortable and the child's privacy is respected
- Gloves and aprons must be worn at all times
- Child should be cleaned from front to back using their own wipes. Where possible, we encourage the child to assist in attending to their own needs, if safe to do so
- Protective cream should be applied with tissue or cotton wool, if parents have provided some.
- All nappies, wipes and gloves should be put in a nappy sack and disposed of in the nappy bin immediately
- If a child has soiled their clothes, these will be put into a separate nappy sack and sent home
- Hands are washed before and after changing any child
- Changing mat to be disinfected after every use and area restocked if required
- Log completed by the adult
- Information regarding children being changed during sessions will be told to person collecting

- One member of staff, familiar to your child, will regularly check and change them during the day. A second member of staff will be within the vicinity of the changing area, on hand ready to support if needed.
- There is an adequate number of toilets and hand basins available

What the school expects of parents/carers:

- Parents/carers will ensure that their child is continent before admission to school (unless the child has additional needs)
- Parents/carers will discuss any specific concerns with staff about their child's toileting needs
- Parents/carers must inform the school if a child is not fully toilet trained before starting school, after which a meeting will then be arranged to discuss the child's needs
- Parents/carers accept that on occasions their child may need to be collected from school.

Parent/carer consent to change nappies/pull ups

I..... the parent/carer of
 give permission for staff at Southey Green Primary School and Nurseries to change my child's nappy.

I will provide nappies, a change of clothes, wipes and cream if necessary for the staff to use.

Signed..... Date.....

Parent/carer consent to support with toileting due to a medical condition/care plan

I..... the parent/carer of
 give permission for staff at Southey Green Primary School and Nurseries to support my child with toileting due to his/her medical condition.

Signed..... Date.....