

Heronsgate Primary School

Toilet Use and Nappy Changing Policy



Heronsgate recognises that, while we would prefer children to be independent in their toileting, not all children will be capable of this by the time they commence Nursery. We understand that it is against the Disability Discrimination Act to ask parents to come in to nursery or school to change their child and we will not refuse a child entry to school on the grounds of not being potty trained.

We aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it. Where children are in pull-ups, we will remind them at frequent intervals to use the toilet. If a child is in nappies, these will be changed as necessary. All used pull-ups and nappies will be disposed of in the on-site refuse, securely wrapped.

- Our toilet/nappy policy will be discussed with each family as their child starts at Heronsgate in Nursery or Reception to ensure we are familiar with the child's needs. Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.
- Heronsgate staff will remind children to use the toilet and change nappies/pull-ups when necessary. Please note that we do not potty train children.
- We will keep parents updated with their child's progress as appropriate.
- In the event of clothing being soiled, we ask parents to provide a set of clean, basic clothing in a clearly labelled bag. Parents are asked to return these as soon as possible to Heronsgate in a clean state.
- The school has a limited amount of spare clothes which are used in emergencies only. These should be returned to school cleaned for use by other children.
- For children using nappies/pull-ups, parents must provide adequate supplies, including wipes/cleanser and nappy sacks, for use during each session. These items will only be used for that child.
- Heronsgate will provide sensitive baby wipes for occasional use as necessary.
- Child will be placed on flat, clean and secure surface or changed in a wet room or room with washing facilities and privacy.
- Used nappies/pads will be placed in a nappy bag and placed in household waste.
- Staff will wear protective gloves and an apron. These will be disposed of after each use. Hands will be washed after use.
- All nappy and clothing changes will be recorded in our Changing Book (in Nursery), and parents will be asked to sign the book upon collection of their child to say they have been informed.
- Only staff that have been successfully processed through our recruitment, reference and Enhanced CRB Disclosure process will be authorised to assist the children in the toilet. There will be two members of staff present wherever possible.
- All children will be encouraged to adopt good personal hygiene by washing their hands properly. Heronsgate will provide visual reminders to show good hand washing practise. Activities and routines will also include reminders about the need for good personal hygiene.
- Children with frequent continence needs in school should have a care plan and assessment for products/toilet training by a nurse from the continence service.
- Parents are advised to arrange a meeting with the school nurse and/or SENCo, should they have any concerns around their child's toileting.

Policy Dated October 2015

To be reviewed October 2017