Toileting Policy

Toileting in Kells & Connor Pre-School takes place on demand. This means that when a child wishes to go, a qualified member of staff, who has been vetted by both Social Services and the PSNI, will take them. Under no circumstances will a student or trainee be permitted to toilet the children.

As the child’s confidence and independence grows they may use the toilet independently. Before starting pre-school, we aim for children to have been toilet trained, thus minimising the amount of physical contact needed whilst still offering assistance with buttons, braces etc. A consent form for toileting will be issued when enrolment to pre-school takes place. If a parent denies consent, they will be informed that they must remain nearby for immediate contact when their child requires toileting.

Staff will respect the child’s privacy and cultural beliefs at all times, and will encourage independence and good hygiene. Any abnormalities or concerns will be reported to the Leader immediately.

Due to infection control, a member of staff who is on break or break table will not be permitted to toilet. Refer to staff rota.

A child’s clothes will only be changed if they:
❖ Become wet playing with water or messy play.
❖ Have a toilet accident.
❖ Are sick.
❖ Are wearing unsuitable clothes – too difficult to undo or open.

The staff will inform the parent/carer with an incident slip, specifying the reason the child was changed and by whom. The incident will also be recorded in the pre-school diary. If a child does not have a change of clothes, we will use our spare clothes that are kept in pre-school for such events.

Should a child have an accident involving wetting, one member of staff, after informing another member of staff, will change the child into dry clothes in the toilet area.

Should a child have a toileting accident where they have soiled their clothes, pants etc and need to be washed or bathed, staff will make an immediate attempt to contact a parent who would collect the child to be bathed, and then return to pre-school.

Should staff be unable to make contact with a parent, two staff members would attempt to clean the child and leave them in a comfortable state.

Toileting all children will be done in a caring and sensitive manner, taking into account the feeling and dignity of the child.

This policy has been adopted by the pre-school committee at a meeting on:

Date: __________________________

Signed: _______________________

(Chairperson)