



Strathdon Primary School

Personal Care & Toilet Training

Policy and Guidance



Toilet Training Policy

The aim for all children is to make them as fully independent, as is appropriate for their age and development.

Principles

As part of induction, staff will be made aware of procedures which comply with health and safety regulations i.e. dealing with children soiling or wetting themselves.

Discussion with parents/carers at the enrolment stage is vital in assessing the child's stage of maturity regarding personal hygiene.

When wetting or soiling occurs, these incidents will be treated with sensitivity, as children are more likely to make progress when praised for their successes.

Staff will respect the personal dignity of children whilst supervising or reinforcing toileting skills.

Recommended Procedure When Changing Wet/ Soiled Children

The first appropriately qualified staff member he/she encounters will change the child as soon as possible.

The staff member will inform colleagues that she/he is going to change the child.

(Students and Volunteers are exempt)

The child will, where reasonably practicable, be changed in a designated area next to the GP room that provides sufficient space, heating and ventilation to ensure safety, privacy and comfort. Items of protective clothing, such as gloves, baby wipes and disposable aprons, will be provided and be readily accessible.

Supplies of suitable cleaning materials will be provided for cleaning and disinfecting changing surfaces.

In the event of wetting, the child's independence will be encouraged by dealing with as much of the routine as possible, with an adult in attendance.

Soiled clothing will be double bagged and returned to parents / carers.

Parents will provide a supply of fresh clothes which should be to hand so that the child is not left unattended whilst they are found.

Staff will complete the 'Changing Record' sheet (Appendix 1)

Staff will inform the parent / carer verbally that the child has had to be changed.



Resources

- An area of privacy
- A changing mat / table
- Non- latex disposable gloves and aprons
- Baby wipes – non allergenic
- Plastic bags for sending home soiled clothes.
- Suitable cleaning materials
- Bucket and mop designated for the task
- A supply of clothes e.g. socks, pants, trousers etc

Child Protection

Procedures for changing wet / soiled children will be made aware to parents/ carers and their written permission will be sought at the admission stage. Parents will be required to read and complete the Physical Contact Permission Form.

It is not always possible for there to be two members of staff involved with a child for intimate care. The best interests of the child need to be considered in making decisions on staffing. Whilst the presence of two people may be seen as providing protection against a possible allegation of abuse against a member of staff, it further erodes the privacy of a child.

Ensuring that members of staff make their intention and purpose known to others before commencing personal care with a child is a sensible precaution. To promote good practice, signed and dated records of personal care will be kept.

The value of the overall approach to and the benefits from the implementation of this policy will be fully reviewed annually.

Lilian Field
Head Teacher



Do you have any comments to make regarding this document?

Signed _____

Please tear off and return to the School Office at Strathdon Primary School



Appendix 1

Name of child	Date and Time	Reason for changing	Staff signature	Parent / Carer Signature

Name of child	Date and Time	Reason for changing	Staff signature	Parent / Carer Signature

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