

Springwood LTD ensures no child is excluded from participating in our provision who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent.

Our aim

Springwoods strive to work closely with parents to support their child with toilet training. We will suggest ideas or encourage using different resources such as toilet seats/ potty's, reading books relating to toileting or using educational apps to support the interest of toilet training at home. We encourage parents to start toilet training when we feel their child is developmentally able.

We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. We have children size toilet and adult size toilets, including sinks and for those children who are toilet trained we take every safety measure so they can use toilet facilities independently and with confidence. Springwood supply additional toilet seats and steps.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Procedures

- Toilet and changing areas are supervised.
- Changing areas are private.
- Nappy changing takes places within the learning room.
- Changing areas provide safe areas to lay young children down if they need to be changed.
- Nappy mats and toiletries are always available, including PPE.
- Each child is required to supply their own nappy bag, supplying nappies or 'pull ups' nappy sacks, cream (parents sign permission for the cream to be used on the child) wipes and change of clothes are supplied by the parent.
- Gloves are put on before changing starts and the areas cleaned are prepared.
- Gloves are changed for every child.
- All staff are familiar with our hygiene procedures and carry these out when changing nappies and using appropriate equipment.
- The changing mat is cleaned down with antibacterial spray and dried off ready for the next user.
- The changing mat is usually placed on the floor level.

- Children will be changed while lying down or standing. Parents must inform staff about any preference or physical difficulties we need to be aware of.
- Young children are encouraged to take an interest in using the toilet (when appropriate and with verbal consent from parents/carers); they may just want to sit on it and talk to a friend who is also using the toilet.
- Children should be encouraged to wash their hands and have soap and hand towels or hand dryer to hand.
- Anti-bacterial hand wash liquid is used for all children along with fresh running water (unless parents/carers have expressed concern over sensitive skin or allergies).
- Key persons and all staff are gentle when changing and assisting with toilet care.
- After any nappy change, a note is made on the daily nappy log for the parents/carers to be informed if requested.
- Older children access the toilet when they have the need to and are encouraged to be independent (toilets are supervised).
- Nappies and 'pull ups' are disposed of hygienically.
- We have a 'duty of care' towards children's personal needs. If young children are left in wet or soiled nappies/pull ups by parents/carers this may constitute neglect and advice from social services will be sought.
- We communicate with parents/carers about any additional needs e.g. setting may advice to use different cream or use it more often.
- All toilets are closed from the public.
- Parents may use the adult toilet, but it is not encouraged.
- If parent must change own child, they are always supervised by member of staff.
- No Visitors or other third party must accompany a child/children to the toilet. It must be a member of Springwood.
- Toilet care, nappy changing, and intimate care is the only time when our practitioners could be in one-to-one situation with the child or children; practitioner must not lock the door of the toilet's cubicles.
- Toilet and/or changing areas are Risk Assessed.
- No Child is left alone at any point while in nappy changing area.
- Practitioners must be organised while changing children (nappy or wet clothes) and under no circumstances will they leave the child unsupervised. Reaching for items where you lose eye contact with the child's eyes (you can turn no more than 350degree in any direction),

longer conversations with other staff or children are forbidden, however they will ask for help if needed or will alert other members if there is safeguarding or well-being concern, etc.

- Intimate care when a child is being changed due to wet clothes or when they need assistance with an injury, must be done with the same sensitive approach. We will encourage independency where possible and all above must be adhere to.
- Where there are indications or suspected safeguarding concerns, member of staff will immediately stop and call for assistance. Any safeguarding concerns must be witnessed by two members of staff, including senior or safeguarding lead if possible.
- Where safeguarding concerns or any bruising or injuries need to be looked e.g. child fell, or child say is in pain, child may want to show us something, for the purpose of the first aid treatment we will help and assist.
- Child's private intimate areas will never be examined by us (the ambulance, police and/or social service will be called). Where medical reason is suspected, we will speak to the parents and advice doctor consultations. We may insist on doctor visit or letter confirming the child is in good health.