




## Toilet Training Procedure

- Children will be encouraged to tell a staff member when they need the toilet.
- Children will be taken to the toilet regularly by staff members.
- Children will be encouraged to sit on the potty/toilet and the attempt will be rewarded with praise and a toilet sticker. No child will be made to use the toilet/potty.
- Accidents will be dealt with calmly and sympathetically and in a way which does not make the child feel they have done wrong.
- Staff members will clean the child and put clean clothes on them.
- Dirty clothes will be put in a nappy sack and placed in the child's bag.
- If we run out of spare clothes, then we may have no other option but to put a nappy on the child.
- Staff members will record that they have changed the child on Tapestry via the care diary.
- Children will be routinely checked to ensure they are clean.

### Children using the toilet:

- Children who are confident in using the toilet will be allowed to do so independently, but toileting will be overseen by a member of staff at all times.
- Children will also be monitored by a staff member to ensure that they are washing their hands correctly.
- Parents/carers will be asked to bring in a spare change of clothes.

This procedure was adopted by	Skylarks Community Preschool	<i>(name of provider)</i>
On	1 <sup>st</sup> August 2022	<i>(date)</i>
Date to be reviewed	1 <sup>st</sup> August 2023	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Kathleen Thomson	
Role of signatory (e.g. chair, director or owner)	Manager/Trustee	

Date Reviewed	Changes	Signature
07 <sup>th</sup> August 2023	None	