

Toileting Procedure

Pre-school's toilets are within the main building. There is no door to the children's toilet and it is open into the open plan area. The adult toilet is separate from the children's toilet.

There are three toilets - two children's and one staff. The children's toilets have low doors with locks to provide privacy.

Staff are always on hand to assist children if required. ALL staff have the required DBS check. Students, volunteers, parent/carer helpers and visitors are advised that they are not allowed to help with the children's toileting needs.

Children are reminded regularly about toileting hygiene - i.e. that they should flush the toilet, wash and dry their hands. There are three sinks in the toileting area. Soap is available from a wall dispenser and wall dispensed towels are provided. **During this time access to the toilet area will be limited wherever possible, staff will supervise hand washing and ensure 2 minutes with use of singing 'happy birthday' – the children are well versed in this practice from previous use.**

If needed, Pre-school has a potty.

In the event of toileting accidents, clothes provided from home will be use for the children to change into. Plastic gloves, aprons and face masks are kept in the cupboard next to the changing table for staff use.

When younger children need to be changed, staff will use the provided plastic gloves, aprons and face masks. Pre-school has a changing table, wet wipes, nappies and nappy sacks which are all kept next to the changing table and parents are asked to provide a bag containing items needed to change their child. Spare clothes as provided by parents and will be used if needed. Soiled nappies are double wrapped and disposed of in the sanitiser nappy bin which is regularly emptied into the bins by the school gate.

If a nappy needs changing the staff member will alert another member of staff to let them know what they are doing and the door to the changing area/disabled toilet will be held open on the latch.

At the end of each session and at time between use wash hand basins are cleaned and toilet seats disinfected by the designated member of staff. The floor is washed at the end of every session and/or as appropriate by members of staff. Soap, paper towels and toilet paper are checked regularly so they are always available for the children and adults to use.