

Toilet Training Policy

Toilet Training-The following procedure will be followed:

- ALL staff will be fully aware of the child's stage of toilet training and regularly updated by the Key person.
- Parents must communicate to the key person any special requirements. If your child has name for the toilet or if they prefer a potty.
- ALL children must be accompanied to the bathroom and supervised and supported during the toilet training stage.
- Reassurance and praise should be given at every step.
- Potties require immediate emptying and must be cleaned with an anti-bacterial spray.
- Children should then be advised and supported to wash their hands with soap and water and dry them thoroughly.
- All visits to the toilet will be discussed at handover with parents or written down on the parents' information sheet.
- If any child is struggling with toilet-training techniques, this will be discussed with the keyperson between manager and the child's parents.
- Team members must be 17 or over and DBS cleared to perform toileting duties
- Ensure the toilet is clean before use and toilet paper is well stocked.
- If helping a child with toileting, gloves on both hands should be worn.
- Encourage the child to remove necessary clothing and to sit on the toilet themselves.
- For a boy learning to wee in a toilet standing up, the staff member should never hold the penis. If for example the child stands too far away, a more appropriate method of help would be to gently push the child's pelvis from behind.
- A child should be encouraged to clean their own bottom (most children of toileting age are able to clean themselves after a wee), however if help is required (e.g., some children will need help after a poo), clean the child's bottom taking care to wipe from front to the back area and taking special care of folds in the skin. In the event of a child requiring assistance, care should be given to respect the child's right to refuse help. Support must be then logged with the seniors in the room and toileting log.
- Should a child have a toileting accident, they will automatically be offered assistance to change or be changed by a member of staff. This will happen regardless of age, unless the parent has requested their child deals with such incidents personally.
- Encourage the child to replace their own clothes and flush the toilet if age appropriate.
- Ensure the child washes their hands thoroughly with soap and warm water, dry them and let the child return to their room.
- Children, whose parents, and keyworker have agreed to start potty training, will be prompted to sit on the potty every 20 to 30 minutes throughout the day.
- At least 5 extra pairs of underwear and ample changes of clothing will be needed to support your child's potty training.
- Once a child is in pants, we feel it is confusing and counter-productive to put him or her in nappies or pull up nappies except for nap and overnight (as children's bodies may not be mature enough to wake up for the need to us

By working together, we will ensure continuity for your child during the time of change. Staff will give you feedback at the end of each session. We would also appreciate updates on your child's progress each time you bring them to nursery. Knowing the same procedure applies at home and in nursery will enable the children to feel secure, seeing their family and the nursery staff working together positively around toilet training allows children to feel more confident and supported to achieve.

Staff will be available to discuss any concerns you may have and can arrange sharing meetings for yourself and your child key person to explore your child's progress and needs with you.

Sharing information about your child's toilet training

The following questions are to help you share information with the nursery about your child's toilet training. This will help us work in partnership with you and provide consistent care and support to your child. Please try to answer with as much detail as you can, if you need some help, please talk to your key person.

Which of the following pre toilet training skills has your child mastered? Please tick as appropriate:

Toilet Training Skills	At Home	At Nursery
Has regular, soft, formed bowel movements		
Can pull their pants up and down		
Imitates others' bathroom habits (likes to watch you go to the bathroom, wants to wear underwear, and so on)		
Makes a physical demonstration when she's having a bowel movement (such as grunting, squatting, or telling you)		
Has words for stool and urine		
Can follow simple instructions (such as "Give me the toy.")		
Understands the physical signals that mean they has to go and can tell you before it happens		
Dislikes the feeling of being in a dirty nappy		
Has "dry" periods of at least three or four hours (them shows her bladder muscles are developed enough to hold her urine in and store it)		
Understands the value of putting things where they belong		
Demonstrates a desire for independence		
Can walk and sit down		

Information to support the Key Person and your child

1. What is your child's routine at home?
2. How are you implementing potty training at home?
3. Are you using a potty, toilet seat, toilet, potty chair?
4. Are you using knickers / pants or pull ups?
5. How often are you taking the children to the potty / toilet?



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6. Which words do you use with your child for stool?

7. Which words do you use with your child for urine?

8. How does your child indicate they want to go to the toilet?

9. Was your child born at full term? If no how many weeks early did they arrive?

10. Does your child have a medical condition which may impact their toilet training?

11. We request you provide your child with adequate clothing for their training period, for emergency situations, if your child runs out of spare clothing would it be ok to use the nursery spare clothes?

12. Is there any other information you would like to share with us?

Toilet Training Partnership Agreement

This is a partnership agreement between yourself as a parent / carer and the nursery for supporting your child during toilet training. Below are some areas of support the nursery staff would be grateful to receive from you when your child is toilet training. There is space for you to add how you would like the nursery to support you / your child during training.

As the parent / carer of _____ I agree to:

Take time at the beginning and end of my child's session to share information about my child's progression and needs

We recommend that when children are put into pants / knickers that parents strive to maintain consistency and children are kept in knickers / pants as much as possible. If you bring your child to nursery in nappies, we request that you slip the knickers / pants over the top so the nappy can be removed on arrival to nursery.

I will provide my child with the following toilet training kit daily while at nursery:

- Spare shoes (rubber jellies or crocs which can be wiped clean and dried) cheaper alternatives can be sourced from B&M or pound shop.
- 5 pairs of knickers / pants
- 5 pairs of socks
- 5 pairs of trousers

Signed:

Date:

Key Person Signed:

April 2026



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Date: