

POTTY/TOILET TRAINING POLICY AND PROCEDURES

Rationale

Forfar ELCC along with Angus Council will ensure appropriate care facilities are in place for potty and toilet training. These facilities will promote all children's health and wellbeing ensuring privacy, dignity and safety in all cases and complying with infection control guidelines and procedures.

This guidance will help providers and staff to take into account the relevant Health and Social Care Standards:

- 1.4 If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected.
- 1.19 My care and support meets my needs and is right for me.
- 2.2 I am empowered and enabled to be as independent and as in control of my life as I want and can be.
- 4.11 I experience high quality care and support based on relevant evidence, guidance and best practice.
- 5.4 If I require intimate personal care, there is a suitable area for this, including a sink if needed.

This guidance will help providers and staff to take into account the relevant Quality Indicators from How Good is our Early Learning and Childcare: https://education.gov.scot/nih/Documents/Frameworks_SelfEvaluation/FRWK1_NIHeditSelf-evaluationHGIELC/HGIOELC020316Revised.pdf

- 2.1 Safeguarding and child protection
- 3.1 Ensuring wellbeing, equality and inclusion

This guidance will help providers and staff to take into account the relevant articles from the UN Convention on the Rights of the Child: [A Summary of the UN Convention on the Rights of the Child](#)

- Article 3 – best interests of the child
- Article 12 – respect for the views of the child

This policy will be monitored by / through: SEEMIS information, complaints, monitoring and review procedures, staff, parent and partner professional consultation.

This policy will be reviewed in:	12 months
Review Date:	August 2025
Reviewed By:	Management

AIMS	OUTCOMES	IMPLEMENTATION
<ul style="list-style-type: none"> • To provide a positive experience based on each child's individual developmental needs • To ensure children's rights are upheld in accordance with the UNCRC 	<ul style="list-style-type: none"> • To ensure a consistent approach our staff will work with parents and carers to promote positive potty and toilet training practice supporting individual children's needs • Children will be supported at all times through this transitional process • All staff will adhere to Local Authority and National guidance on potty/toilet training • Within and beyond our setting there is a shared understanding of wellbeing and children's rights 	<ul style="list-style-type: none"> • Suitable accommodation, equipment and resources are provided in accordance with current guidance. • All staff will follow local and national guidance to inform practice - care inspectorate nappy changing guidance • Follow the guidance – NHS Infection prevention and control in childcare settings (Day care and Child minding settings), May 2018 ensuring advice about hand washing and personal protective equipment (PPE) is adhered to - Infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/ • Follow guidance in Health and Social Care Standards 2017 (Standards 1.4, 1.19, 2.2, 4.11, and 5.4) - Health and Social Care Standards 2017 • How Good is Our Early Learning and Childcare Quality Indicators – 2.1 and 3.1 • Follow guidance in Space to Grow 2017 (Section 2 in relation to hand hygiene changing facilities and toilets) - Space to Grow 2017 • Staff will communicate and liaise regularly with parents and carers to ensure children's needs are being met • All staff understand their responsibilities as duty bearers to respect, promote and realise children's rights

Potty and Toilet Training Procedures

The following procedures should be implemented by all staff.

All staff should use a nurturing, calm and sensitive approach using positive praise and encouragement at all times explaining to the child in a friendly manner what the procedure will be.

- Ensure the appropriate equipment is available at all times
- Potties
- Seats that attach to regular toilet
- Encourage parents/carers to dress and supply clean clothes that are easy for their child to remove
- If appropriate a potty may be available at nappy changing times for some children to use to encourage good toileting habits
- Regular checks of children who are being trained should be undertaken as children who have wet or soiled themselves must be changed immediately
- Progress should be shared regularly with the parent or carer in a positive manner
- Support and encourage the child to be independent through undressing/dressing
- Support and encourage the child to wipe their own bottom or put on gloves and clean the child's bottom from front to back to avoid infection.

No child should be left unattended at any time.

When a child has used a potty

- Wash hands
- Put on apron and gloves
- Empty contents of potty into toilet
- Remove any residue with toilet roll and flush down the toilet
- Clean the potty with detergent and water
- Dry with paper towels
- Remove apron and gloves and dispose of in appropriate hands free bin
- Wash hands and help child to wash their hands

Staff must never wash potties in a designated hand wash sink and must store potties in a clean dry area (not stacked) out of reach of children when not in use.

Using toilets

- Staff should inspect and ensure the toilet, including seats are clean before use. If needed, help children use the toilet and support them with hand washing where appropriate.