

Ysgol Gymraeg Parc y Tywyn : Toileting Policy



Introduction

This guidance provides information about meeting children's toileting needs at Ysgol Parc y Tywyn.

It is relevant for adults who are working with:

- Young children who are acquiring toileting skills age appropriately.
- Children who may have a developmental delay and who will achieve independence in toileting later than their peer group.
- Children who have a disability or who require special arrangements for toileting due to medical, emotional or social needs.

The guidance is based on good practice and is designed to support procedures already in place. It aims to:

- Ensure that all children are included in their local community school regardless of their toileting needs.
- Provide advice and practical examples to staff.
- Assure parents and carers that staff are knowledgeable about personal care, and that their individual concerns are taken into account.
- Safeguard the rights and well-being of the children.
- Reassure and protect the interests of staff working in a personal care capacity.

Background

Ysgol Parc y Tywyn Primary School believes that children should be toilet trained when they start school in the Nursery cohort. Parents and Carers have a key role to play in effective toileting and management of toileting needs.

Children must not be left wet or dirty.

Good Practice Guidance for Admission of Non-Toilet trained children:

Policy and procedures

Children with long-term toileting requirements as part of complex medical or physical needs may require additional assistance to manage their personal care needs. A child's personal circumstances need to be discussed with the class teacher prior to their child starting school.

Individual Needs

It is good practice to establish a child's toileting needs at entry to a school or setting. Transition arrangements offer an opportunity to support parents/carers in establishing toilet training if this is appropriate to the child's developmental level. Parents and carers have a key role to play in effective toilet training or toilet management.

When families visit the school prior to entry, it is appropriate to discuss toileting issues with the parents/carers. If the child is still in nappies, staff could support parents/carers in trying to

establish toileting routines. If necessary, these routines would be maintained by the school after admission.

It is very important that personal care plans are prepared for children entering the setting or school with toileting needs which differ from the majority of their peers.

Preparation should include discussion with parents/carers, confirmation of arrangements and plans for monitoring and review.

- Clear arrangements for staff and access to facilities.
- Specialist advice, training or resources as/when required.
- Child protection or social care issues.
- Liaison and review with parents/carers and outside agencies as/when necessary.

The ALNCo for the school should be aware of the personal care plan and link this intervention with other monitoring procedures.

There are a number of other issues which it is helpful for staff to consider and agree with parents/carers prior to the child starting at the school. These include:

Routines

Parents/carers should be asked to ensure that the child is changed or taken to the toilet at the latest possible time before leaving home. The child's class teacher/classroom assistant should take responsibility for prompting the child to go to the toilet or taking the child to the toilet, at fixed appropriate intervals throughout the day.

Accidents

Children may be anxious and pre-occupied by toilet difficulties but usually respond to praise, encouragement and confidence building. It is important to promote self-esteem in other areas of learning. Make little fuss over accidents that do occur and ensure that they are dealt with swiftly, appropriately, sympathetically and in a calm, low-key way.

When managed in these ways most children will achieve independence during their first term at school. When this does not occur, it is appropriate to discuss arising concerns with parents/carers and if appropriate with other professionals.

Resources and Facilities

Whenever possible, the existing toilet areas should be used. If these are inappropriate then choose a private, safe location that protects the dignity of the child without compromising staff. Do not change pupils in educational, play or public areas, or in any location used for the preparation of food and drink.

The minimum facilities would comprise:

- Sink with hot and cold running water.
- Dedicated bin.
- Paper roll or wet wipes for cleansing the body, cleaning the surface of the changing area and mopping up spillages.
- Antibacterial spray/Milton/liquid soap and water are all suitable for cleaning surfaces and the changing area.
- Non-latex gloves and disposable aprons – fresh ones should be used each time.

- Spare clothes, usually provided by parents although the school has a small stock of spare clothes if required.

Only children who wet themselves will be changed by school staff in the toilets.

If a child soils themselves, the parent/carer will be called to clean and change/collect the child.

Health and Safety Issues

It is imperative that the following health and safety concerns are followed when changing a child.

- Personal hygiene.
- Disposal (soiled items should not be placed with general refuse).
- Protective clothing (disposable gloves and aprons).
- Cleaning of changing area/equipment (responsibility of person changing the child).

Child Protection

The normal process of changing a child should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process unless deemed necessary under the given circumstances. Staff may request a second adult be present, if possible. This however does need to be balanced with issues around maintaining staff/child ratios and ensuring privacy. If there is a known risk of a false allegation by a child or parent/carer then two members of staff should be present. At all times the privacy and dignity of the child should be respected, especially if more than one member of the staff is present.

DBS checks are carried out on all school staff.

	<i>Enw</i>	<i>Llofnod</i>	<i>Dyddiad</i>
Cadeirydd y Llywodraethwyr	Mr M Davies	MDavies	1/09/25
Pennaeth yr Ysgol	Mrs A Williams	AWilliams	16.07.25

Dyddiad Adolygu	Mai 2026
-----------------	----------