

# Toileting Procedure

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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.

If needed, Pre-school has a potty.

In the event of toileting accidents, Pre-school keeps a range of boys and girls clothes to change into. Some children bring their own change of clothes which they leave in a bag on their peg. Plastic gloves are kept in the cupboard on the wall and under the changing table for staff use.

When younger children need to be changed, Pre-school has a changing table, plastic gloves, wet wipes, nappies and nappy sacks which are all kept in the disabled toilet area. Parents are asked to provide a bag containing items needed to change their child. Again spare clothes are kept in Pre-school 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 wash hand basins are cleaned and toilet seats disinfected. The floor is washed by the cleaner twice a week, 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.