倫敦克尼 HC CS 中文學校

LONDON HACKNEY CHINESE COMMUNITY SCHOOL

Early Years Toileting Policy V2

This policy was last reviewed in June 2026

1.0 Introduction

In the Early Years Foundation Stage (EYFS), the Early Learning Goal for health and self-care states that by the end of Reception, children should be able to manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently. We know that children develop at different rates, and some children entering our Playgroup and Foundation classes may still be wearing nappies or undergoing toilet training. No child who, for any reason, is not yet toilet trained will be excluded from participating in our School. We see toilet training as a self-care skill that children can learn with the full support of adults, both at school and at home. Our Policy takes a partnership approach, aligns with parents' and guardians' requests, and is consistent with the child's physical and emotional abilities. We consider the Equality Act, Health & Safety regulations, and professional and expert advice.

Occasionally, children may have special educational, medical or emotional/trauma related continence issues that require a different approach to toileting. Careful consideration of any care plans is essential, and professional advice should be sought in these cases; this should be communicated to both the Headteacher and the Class Teacher so that the best support is provided to the child concerned.

Changing a child’s nappy or clothes remains the sole responsibility of the parents/guardians.

It is not the School's sole responsibility to toilet train a child. Toilet training is a joint effort between home and School. Once a child has begun toilet training at home, we will work in conjunction with the parents/carers and encourage children to work towards managing their own personal hygiene independently in School as an important part of their personal, social and emotional development.

2.0 Aims

The aims of this policy and associated guidance are:

1) To safeguard the rights and promote the welfare of children and ensure their individual needs are identified and met.

2) To ensure children are supported during this period of their development so that they have a positive experience.

3) To work alongside parents/guardians towards independence, with the family and child feeling supported throughout.

4) To provide guidance and reassurance to volunteer teachers who are required to support parents/guardians with toileting.

5) To assure parents/guardians that our volunteer teachers are knowledgeable about personal care and that their individual concerns are considered.

3.0 Safeguarding

We believe all children have the right to:

1) Be treated with respect and to be protected from harm.

2) Feel and be safe in their interactions with adults and other children.

3) Understand as early as possible what is meant by feeling safe and being safe.

4) We will always use the correct terminology for body parts. For example, if children use nicknames for body parts such as fairy or winky, we will model back the correct vocabulary of vulva or penis. These are not seen as rude words but as biological terms that describe specific anatomical parts. Children are then equipped to speak clearly and specifically about their bodies, helping to safeguard them by enabling them to describe if inappropriate sexualised activities were to occur.

5) Only volunteer teachers, who all have an enhanced DBS check, who the child is familiar with, will undertake toileting tasks.

6) Students on placement should not carry out toileting but can support with hand washing.

7) Volunteer teachers should always tell another member of the teaching team when they are taking a child to the toilets.

8) All toilet visits that require the support of a volunteer teacher will be recorded in the Toileting Logbook.

4.0 Facilities

We believe our School is a place where we all want to be, where children feel safe and secure, and this extends to our toilets. We have two accessible toilets located on the second floor of the Main School Building for our school community.

Nappy changing remains the sole responsibility of the parent/guardian. A Nappy Changing Room is provided on the Second Floor, with hand sanitiser, wet wipes, dry tissues and a bin for disposing of dirty nappies.

5.0 Staff guidelines – toilet training stage

1) Ask parents/guardians to ensure their children go to the toilets before the class begins.

2) Deal with any toileting accidents in a sympathetic, low-key manner. Volunteer teachers should maintain a calm, supportive approach at all times.

3) Toileting accidents are to be expected – children learn to recognise the sensation of needing a wee/poo by wetting/soiling.

4) Invite the parents/guardians to support with the cleaning of any toileting accidents promptly and disinfect hard surfaces.

5) Disposable gloves and aprons, refuse bags, wet wipes, hand wash, hand sanitiser and dry tissues are provided for volunteer teachers, parents and guardians when dealing with toileting accidents.

6.0 Staff guidelines – supporting Reception children (approx. ages 4 to 5) with using the toilets

1) Inform the team: Verbally tell another volunteer teacher in the same class before taking a child or a group to the toilet.

2) Maintain line of sight: Stand outside the toilet room but with the door half-open so that the volunteer teacher can actively monitor the children and the teacher’s interaction with the child remains transparent to passing people.

3) Hands-on assistance (only offer when required)

- Talk through the steps: Give CLEAR step-by-step verbal instructions first, allowing the child the chance to pull down clothes or wipe independently.

- Ask before touching: State clearly what you are doing before assisting (e.g., "I am going to help you undo your button now").

- Step back when possible: Once the child is safely seated, leave the toilet to give them privacy while remaining close enough to help.

- Wipe front-to-back: If a child cannot wipe themselves after a bowel movement (poo), assist them by wiping from front to back to prevent urinary tract infections.

- Double-bag soiled clothes: Place any wet or soiled underwear directly into a plastic carrier bag, seal it, and return it to the parents/guardians.

- Supervise hand hygiene: Physically watch and guide the children to ensure they use soap and wash their hands for a full 20 seconds.

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TOILETING CONSENT FORM
Academic Year: 202 / 202

1. Purpose and Policy Overview

At CCACIC London Hackney Chinese Community School, we aim to ensure that all young children are supported in maintaining their health, hygiene, and dignity while at school. Young children occasionally experience toileting "accidents" (wetting or soiling) or require verbal and minimal physical guidance to clean themselves and change their clothes.

All our volunteer teachers are fully Enhanced DBS (Disclosure and Barring Service) checked and strictly follow the School's 'Early Years Toileting Policy'. All staff operate under clear safeguarding guidelines to protect both students and the teaching team.

2. Standard Procedures for Toileting Assistance

When a child requires assistance to use the toilet, the teaching team will strictly adhere to the following safety protocols:

- **Independence First:** The volunteer teacher will verbally guide the child to change and clean themselves independently whenever possible.
- **Safeguarding Proximity:** The volunteer teacher will never isolate themselves inside a locked cubicle with a child. A second volunteer teacher will always be notified.
- **Hygiene and Protection:** Staff will always wear disposable gloves and wash hands afterwards when managing an accident.
- **Dignity:** Children who experienced a toileting accident will be changed as soon as possible by the parent/guardian. Soiled clothing should be sealed securely in a plastic bag.
- **Documentation:** Every single instance of intimate care or toileting assistance will be recorded in the school's confidential Toileting Logbook.

3. Parent / Carer Consent Options

*Please read the options below carefully and tick **ONE** box that applies to your child.*

Child's Full Name: _____

Date of Birth: ____ / ____ / _____

Class: _____

- **[ ] OPTION A: FULL CONSENT**
  I give permission for the teaching team to provide appropriate intimate care and toileting assistance to my child when required (including washing, wiping, and toilet training support). I understand that these procedures will be carried out in accordance with the school's safeguarding policy. I understand that the changing of soiled/wet clothing remains the parent/guardian's sole responsibility. I understand that leaving a child in soiled or wet clothing for extended periods poses a health risk, and I accept full liability for any distress or hygiene issues arising from this delay.
- **[ ] OPTION B: CONDITIONAL CONSENT (EMERGENCY ONLY)**
  I do not wish for the teaching team to routinely assist my child with toileting. In the event of a toileting accident, the school must contact me or my emergency contacts immediately to come and change my child. **However**, I understand that if the school cannot reach me or my contacts within a reasonable timeframe, or if my child is in severe distress or at health risk, the teaching team will provide urgent intimate care in the best interest of my child's health, safety, and comfort.
- **[ ] OPTION C: NO CONSENT (EXPLICIT REFUSAL)**
  I explicitly refuse consent for any members of school staff to provide any intimate care or toileting assistance to my child. If my child needs to use the toilet or have a toileting accident, a designated guardian or I will take full responsibility and arrive at the school immediately to change my child. I understand that leaving a child in soiled or wet clothing for extended periods poses a health risk, and I accept full liability for any distress or hygiene issues arising from this delay.

4. Important Medical & Personal Information

Please list any specific medical conditions, allergies (e.g., to specific wet wipes or soaps), or developmental delays that staff should be aware of regarding your child's toileting routine:

_____

_____

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5. Parent / Guardian Declaration & Signature

- I have read and understood the School's toileting assistance procedures.
- I agree to notify the School immediately if there are any changes to my child's medical or personal care needs.
- I understand that the School retains the right to take necessary emergency action to protect my child's health and well-being.

Parent/Guardian's Full Name:

_____

Relationship to Child:

_____

Contact Telephone Number:

_____

Signature: _____

Date: ____ / ____ / _____