



Mutual respect Ambition for all Nurture

Potty & Toilet Training Policy

May 2025

Policy Document Version Control

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Minor Revisions:	<i>Removed bullet point (see safeguarding and handling procedures)</i>
Major changes	
Full re-write	

Mission: Be The Best You Can Be

Vision: Providing a world class primary education, producing adults who change the world

At Whitley Village Primary School, we provide a holistic educational experience which produces citizens who are happy and emotionally and physically healthy. They will contribute positively to their societies and are adaptable to a rapidly changing world.

Our pupils will learn to be intrinsically motivated life-long learners, who work hard to achieve their aspirations and who engage in blue-sky thinking. They will use their academic prowess, strong skills of communication and initiative to achieve their potential and become fulfilled individuals.

Pupils leave us with a strong moral compass, at ease with themselves and confident to enter their next phase of life. They are appreciative of the plurality of society and are thoughtful, creative individuals who overcome barriers and challenges.

In time, our pupils will utilise the choices they have at their fingertips to change the world for the better. We achieve this vision through our daily mission: be the best you can be and by remaining true to our core values of mutual respect, ambition for all and nurture.

Values:

Mutual Respect



Ambition for all



Nurture



We are a Rights Respecting School with No Outsiders

This policy sets out clear guidelines on supporting children's needs during potty and toilet training. The quality of the child's experience during this special time is of utmost importance.

EYFS Legal Requirement:

3.71 Providers must ensure: There is an adequate number of toilets and hand basins available - there should usually be separate toilet facilities for adults. There are suitable hygienic changing facilities for changing any children who are in nappies. There is an adequate supply of clean bedding, towels, spare clothes, and any other necessary items.

Aims:

- To safeguard the rights and promote the welfare of all children.
- To ensure all children have safe, hygienic and positive toilet training experience whilst attending our setting.
- To provide guidance and reassurance to staff who are required to support children with toilet training.
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To protect children from discrimination, and ensure inclusion for all.

Safeguarding and Intimate handling of children

- Staff are familiar with our safeguarding policy and procedures to protect them from harm or abuse.
- Where possible, potty/toilet training procedures will be carried out by adults the child is familiar with.
- No volunteers or students will support a child with potty/toilet training.
- Staff are encouraged to be vigilant about any improper practice.
- Staff are made aware of procedures to follow if they wish to make a complaint about a fellow member of staff.
- Potty/toilet training areas allow for privacy but are not closed off which creates a culture of openness and ensures all adults follow safe working practices.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care routine, this should be recorded and discussed immediately with the designated safeguarding lead.
- For children with specific needs, staff will be trained in the area of intimate care and procedures for safe moving and handling.

Parental Involvement

Parents will be asked whether they are any special requirements during the potty/toilet training procedure or whether there are any particular routines such as singing a familiar song, special words or actions. Any specific requests will be noted and followed. Parents are asked to supply their own wipes and pull ups in a bag with spare clothes on a daily basis. Parents will be informed at the end of the day if there have been any significant observations during toilet training, for example, runny faeces, strong urine etc.

Starting out

At Whitley Village Primary School, we always follow parental preferences regarding the use of a potty or toilet when moving out of nappies. We do believe that there are advantages to starting with a potty. Firstly, it is possible to put it very close to the child so last minute accidents can be avoided. It also puts the child into the squat position, which helps to pass faeces. If parents request a toilet to begin with, a training seat will be used: this allows the child to feel stable.

A no fuss approach is used in our school once it is decided that a child is ready to be out of nappies. Children will begin to wear pull ups or pants (depending on parental preference). Children will be shown the potty/toilet and asked if they'd like to use it. Clothing at this time must be easily removed and elasticated at the waste if possible. Children are shown where the potty/toilet is at the start of every day. After this, children are left to play, but staff are trained to look for signs that the child needs the potty/toilet, rather than giving constant reminders. If a child is showing signs of needing the potty/toilet, staff will gently encourage them to try and empty their bladder.

Avoiding constant reminders

Successful potty training requires that the child themselves recognises the sensations linked to having a full bladder. If they are told to sit on a potty/toilet before their bladder is full, they will miss out on this learning. This means that children may become reliant on adults reminding them to go to the toilet. The other danger of constant reminders is that some children may not need the potty/toilet and so become frustrated when they do not produce anything. The odd reminder after a period of time, and if a child is showing signs, is helpful but as a school we avoid constant reminders.

Handling accidents

Accidents are inevitable. A clean supply of the child's own pants and clothes is brought in every day by parents. It is important that accidents are dealt with in a matter-of-fact way and that where possible, children are able to take some responsibility, e.g. putting on clean clothes themselves. Staff will also reassure children that many children have some accidents when they are starting to use the potty/toilet.

Potty training procedure

- Staff will wear protective gloves and an apron.
- Children will be reminded to use the toilet/potty when staff observe signs that they need to go.
- Potties are available for children too small to use the toilet or who feel more comfortable using a potty.
- Staff will praise children verbally during the potty procedure.
- All children will be encouraged to adopt good personal hygiene by washing their hands properly following using a potty.
- Staff will carefully empty the contents of the potty down the toilet, avoiding splashing.
- Staff will rinse the potty with cold water to remove any deposit and empty down the toilet.
- The potty will be sprayed with antibacterial spray and wiped with paper towels and left to air dry.
- Staff should also clean the toilet seat with the antibacterial spray and a fresh paper towel.
- The apron and gloves will be disposed of, and staff will wash their hands with hot soapy water and dry on disposable towels immediately after completing the tasks.

Toilet training procedure

- We will work closely with parents/carers towards toilet training unless there are medical reasons why this may not be appropriate. We view toilet training as a self-care skill that children have the opportunity to learn with full support and non-judgemental concern of adults.
- Staff will ensure the time is relaxed and children are treated with dignity, care and compassion. Success will be praised.
- We aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it.
- Children will be offered regular opportunities to use the toilet or potty at regular intervals or when the child indicates their toileting needs.
- Where children are in pull ups, we will remind them at frequent intervals to use the toilet.