**Intimate Care and Toilet Training Policy**

The transition from using nappies to learning to use the toilet / potty is an important stage of development for all children. It is our policy to give support and praise to children and to give advice and helpful ideas to their families.

All of Village Preschool Bosham staff members have current Disclosure and Barring Services checks (DBS). Any new member of staff whom is awaiting their DBS will not be permitted to take children to the toilet or to be left alone with children at any time. Also volunteers or visitors to the preschool will not be permitted to change a child or be left alone with them. However, students who attend the setting may need to change a nappy as part of their course curriculum, if this is the case, parents / carers will be ask to sign a permission form allowing a student to change their child’s nappy under the supervision of a member of staff with a DBS. To ensure the safety of children in the setting the Village preschool Bosham management team understands that it is their responsibility to verify with the students college tutor that changing a nappy is a part of their course curriculum. Parents/carers are made aware of the above information during the induction process.

If a child is in the early stages of toilet training staff members are available to discuss with parents / carers and set up a personal care plan for individual children. Whilst a child is toilet training staff members communicate daily with parents/carers through daily contact at the beginning and end of a session.

If staff members feel a child is ready to learn to use the toilet they will talk to the child’s parents /carers and discover how they feel. We often find that if a child is dry at home only, parents / carers can be a little reluctant to send them without a nappy to preschool or alternatively some parents / carers are unsure of how to start toilet training their child.

At Village Preschool Bosham we use two flexible methods –

* If a child is clean at home staff members suggest to parents / carers to bring in the child’s potty / toilet seat from home. This may make the child feel more comfortable as it is something familiar.
* If a child is wearing a nappy at home and at preschool staff members will suggest to parents / carers to encourage their child to try the toilet / potty when they are having their nappy changed. This can also be carried out at preschool.

All children at preschool are reminded to use the toilet throughout the session. Each child is given appropriate praise and encouragement for using the toilet or for having a try. All staff members are happy to deal with accidents and understand that having accidents is a part of the learning process. Parents / carers are asked to send their child in with a bag containing several changes of clothes and Village Preschool Bosham is happy to provide additional spare clothes.

During the induction process all parents/carers are inform that when a child is toilet training it may be necessary for a staff member to help a child pull down their trousers and pants/knickers and to help them get onto the toilet seat/potty. Parents/carers are made aware that only staff members with a current DBS check are able to support children when toilet training, when changing wet or soiled clothing and when changing nappies.

Children are changed in the toilet and wet/soiled clothing is put into a clean bag, Village preschool Bosham does have a potties available for children to use, however prefer for children to use the toilets for health and hygiene reasons.

Before taking a child to use the toilet or to change them, the staff member responsible will inform another member of staff. This is to ensure other staff members do not worry if they have seen that a child is missing from the group and also it is to ensure that staff members are aware of where other members of staff are.