



Stoke Park Infant School

Nappy Changing and Toilet Training Policy

Stoke Park Infant School welcomes all children, regardless of their progress in toilet training. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time. This policy is linked to health and safety, child protection, first aid, intimate care, inclusion, safeguarding and medicines policies.

Appropriate support and adjustments provided by the school:

Toileting and Changing Support

- **Trained staff available to assist discreetly:** Adults who know how to support toileting safely, respectfully, and without drawing attention.
- A clean, private space for changing that protects dignity.
- Access to supplies: Gloves, wipes, disposal bins, spare clothing, and any items the child uses regularly.

Flexible Routines

- Scheduled toileting times: Helps prevent accidents and builds confidence.
- Permission to leave class when needed: No waiting, no embarrassment, no sanctions for needing the toilet.
- Extra time for transitions: Moving between lessons, getting changed for PE, or managing clothing.

Individual Toileting Plans

- A written plan agreed with parents: Clear roles, routines, and expectations.
- Consistency across staff: Everyone follows the same approach so the child feels secure.
- Regular reviews: Adjustments as the child grows or needs change.

Hygiene and Health Support

- Handwashing routines: Supported as needed to build independence.
- Skin care considerations: Preventing irritation for children who use nappies or pull-ups.
- Monitoring for health concerns: Noticing patterns like constipation or frequent accidents and sharing observations with families.

Emotional and Social Adjustments

- Discreet handling of accidents: No fuss, no shame, no public attention.
- Supportive language from staff: Encouragement rather than pressure.
- Protection from teasing: Clear expectations around kindness and confidentiality.

Reasonable Adjustments Under Equality Duties

- Adapting expectations, not excluding: Contenance needs are never a reason to shorten the school day. However, decisions about hours in school will always take into account the child's dignity and developmental needs, ensuring any adjustments are genuinely in their best interests and agreed with parents or caregivers.
- Providing resources or equipment: Step stools, visual supports, spare uniforms, or sensory-friendly toilets.
- Ensuring equal access to activities: Trips, PE, clubs, and outdoor play include.

Procedures:

Parents are asked beforehand to provide enough nappies, creams and wipes for each session that their child attends.

Nappies are checked at intervals throughout the day and are also changed throughout the sessions as required.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. All children are free to go to the toilet at any time during the session with adult help or supervision if needed. Staff will be working with parents towards training children when they are ready. In order to ensure high standards of care and safety the following guidelines must be followed.

- Only persons with a suitable Disclosure and Barring service (DBS) clearance will be allowed to change or toilet-train children.
- All members of staff will inform another member of staff in the setting prior to taking a child to be changed or to use the toilet.
- The changing area is warm and safe.
- Gloves and aprons are put on before each change and the area prepared. Gloves must be worn at all times when changing nappies, dealing with toileting accidents, clearing up vomit or dealing with blood. This is for staff's own protection as well as for the children's.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- All staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet.
- Children are encouraged to wash their hands and have soap and paper towels to hand.
- Staff are gentle when changing; they avoid negative facial expressions or making negative comments about "nappy contents".
- Nappies or pull ups are disposed of in a tied nappy bag, that is then placed into the secure nappy bin and emptied at the end of the day.

Nappy Changing Procedure

At Stoke Park Infant School we will follow the nappy changing Procedure below:

Staff will access the child's bag, to ensure they have everything to hand when changing children.

Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack and change of clothes. Talk with child if appropriate, respect child's dignity and modesty.

- Support the child to remove their clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, bag them separately and send them home.
- Encourage the child to use wipes, to clean themselves from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in the nappy bin.
- Support the child to put on a clean nappy wash their hands with liquid soap, water and paper towels.
- Take off the gloves and apron and place them in the nappy bin.
- Support the child to dress whilst encouraging independence.
- Wash your hands using liquid soap, water and paper towels.
- Take the child back to their class.
- Record nappy change details on the Nappy Change Book.

Toilet Training Procedure

- Always make sure you have everything you need before starting.
- Always wear disposable gloves and apron provided when supervising toilet-training use, be aware of child's independence skills.
- Talk with child if appropriate, respect child's dignity and modesty.
- Flush contents down the toilet.
- Always discard the disposable gloves and apron in the nappy bins when finished.
- Any clothes that are soiled or wet should be bagged up and sent home. Any spare clothes from school should be washed by parents and sent home.
- Always wash your hands using the anti-bacterial soap provided, encourage child to wash hands so that good hygiene practices are started.

Parental agreements

- **For every child who is still using nappies or not yet fully toilet trained, a toileting plan should be in place and agreed with parents or caregivers.** This ensures that everyone understands the child's routines, support needs, and the strategies being used to promote comfort, dignity, and progress. Appendix 1.
- The agreement should be reviewed each term.
- The plan should include steps to be taken by home and school to develop the independence and continence of the child.
- Evidence should be sought by parents from a health professional and advice followed, if there is a suspected or known physical continence need.
- Appendix 2 – SPIS Guide for parents
- Appendix 3 – Guide for parents from the ERIC website. <https://eric.org.uk/potty-training/> (1,2,3 preparation, practice and stopping using nappies).

This policy was adopted: January 2026

Date to be reviewed: January 2028