Little Disciples Childcare

Toileting & Toilet Training Policy

(To be used in line with our Intimate Care Policy & Plan)

"Caring for children, supporting parents and sparking imaginations. Where quality, affordability and excitement meet!"

Document Title:	Toileting & Toilet Training Policy
Owner:	Little Disciples Childcare
Approval Date:	November 2026
Next Review Date:	September 2027
Distribution List:	Committee, Management Team, Staff & Parents
Responsible Individual Signature:	
Responsible Individual Signature:	

Version	Date	Changes Made	Author	Approved By	Next Review Date
1.0	September 2023	Initial Release for Provider changes	S. Gocher	A. Stephens	Annually – September 2024
2.0	September 2024	Policy Review	S. Gocher	A. Stephens	Annually – September 2025
2.1	January 2025	Minor amendments – Pg numbers and Document Control	S. Gocher	A. Stephens	Annually – September 2025
2.2	September 2025	Policy review, no amendments	S. Gocher	A. Stephens	Annually – September 2025
3	November 2026	Major policy amendments	S. Gocher	A. Stephens	Annually – November 2026

Policy Statement

At Little Disciples Childcare, we are committed to providing a seamless and cohesive approach to childcare across all our services. This policy and procedure apply equally to both our Nursery Plus provision and our Breakfast, Afterschool, and Holiday Club services. This integrated framework ensures consistent standards of care, safety, and quality across all aspects of our provision, fostering a supportive and nurturing environment for every child in our care.

Little Disciples Childcare

Toileting & Toilet Training Policy

1. Policy Statement

Little Disciples Childcare is committed to providing a safe, inclusive, hygienic and nurturing environment in which every child's toileting and intimate care needs are met with dignity, sensitivity and respect.

We recognise that children develop at different rates and that their toileting needs will vary according to their age, developmental stage, individual abilities, medical conditions and additional support needs.

Our approach to toileting and toilet training is based on positive encouragement, partnership with parents and carers, and the promotion of children's independence and emotional well-being.

Children will never be shamed, punished, embarrassed or treated less favourably because they are not toilet trained, experience toileting accidents or require additional intimate care.

We recognise our responsibility to provide appropriate care while maintaining effective safeguarding arrangements, safe staffing levels and suitable supervision for all children attending the setting.

2. Purpose

The purpose of this policy is to:

- Ensure all children receive safe, hygienic and respectful toileting and intimate care.
- Promote children's dignity, privacy, independence and emotional well-being.
- Support children through toilet training at a pace appropriate to their individual development.
- Establish consistent procedures for nappy changing, toileting assistance and managing accidents.
- Prevent and minimise the spread of infection.
- Ensure appropriate safeguarding arrangements are maintained during intimate care.
- Promote effective communication and partnership with parents and carers.
- Identify when additional support, resources or professional advice may be required.
- Ensure staff understand their responsibilities and follow consistent procedures.

3. Scope

This policy applies to all employees, agency staff and other appropriately authorised practitioners involved in providing care at Little Disciples Childcare.

It applies to the following services:

- Nursery Plus (Wrap-Around)
- Afterschool Club
- Holiday Club

The policy covers children who are fully toilet trained, developing their independence, wearing nappies or pull-ups, or requiring additional support with continence or personal hygiene.

Students and volunteers must not undertake intimate care independently. Any involvement must be specifically authorised, risk assessed and appropriately supervised.

4. Our Approach to Toileting and Intimate Care

All children have the right to receive intimate care that is respectful, safe and appropriate to their individual needs.

Staff must:

- Treat every child with dignity and respect.
- Explain what they are doing using language appropriate to the child's age and understanding.
- Encourage children to participate in their own care wherever possible.
- Respect children's privacy and preferences.
- Respond promptly when a child needs assistance.
- Avoid making negative comments about accidents, nappies, pull-ups or toilet training progress.
- Use positive encouragement without placing pressure on children.
- Be sensitive to cultural, religious, medical and additional support needs.
- Ensure appropriate safeguarding and hygiene procedures are followed.

Children must never be left in soiled clothing, underwear or nappies unnecessarily.

The child's welfare, comfort and safety must remain central to every decision.

5. Nappy Changing Procedure

5.1 Preparation

Before beginning a nappy change, the practitioner must:

1. Wash and dry their hands thoroughly using soap and water.
2. Ensure the designated nappy changing area is clean, safe and appropriately equipped.
3. Gather all necessary supplies, including a clean nappy or pull-up, disposable wipes, gloves, disposable apron, disposal bags and spare clothing where required.
4. Ensure any creams or personal care products are clearly labelled for the individual child and have appropriate parental authorisation.
5. Explain to the child that their nappy needs changing and provide reassurance.
6. Put on disposable gloves and a disposable apron.

Staff must ensure that all required supplies are within reach before beginning the change.

5.2 Changing the Child

Practitioners must:

1. Support the child onto the designated changing mat or use another suitable changing arrangement according to their age, mobility and needs.
2. Never leave a child unattended on a raised changing surface.
3. Remove the soiled nappy or pull-up carefully.
4. Clean the child's skin thoroughly using suitable disposable wipes or other agreed cleansing materials, wiping from front to back where appropriate.
5. Check for visible signs of soreness, irritation, unusual marks or other concerns.
6. Apply an authorised barrier cream if necessary, following the setting's medication and personal care procedures.
7. Put on a clean nappy or pull-up and help the child dress appropriately.
8. Reassure the child throughout the process, encouraging appropriate independence.

Where a child is able to change their own pull-up or clothing, practitioners should encourage this while providing appropriate supervision and assistance.

5.3 Following the Change

After changing the child, the practitioner must:

- Dispose of soiled nappies, wipes and other disposable materials in accordance with the setting's waste disposal arrangements.
- Remove and dispose of gloves and aprons safely.
- Clean and disinfect changing surfaces using appropriate cleaning products and procedures.
- Wash and dry their hands thoroughly using soap and water.
- Support the child to wash and dry their hands.
- Record the nappy change in the child's daily care record where applicable.
- Inform parents of any concerns, including persistent soreness, unusual bowel movements or changes in toileting patterns.

Changing mats must be checked regularly for signs of damage and replaced where they can no longer be cleaned effectively.

6. Supporting Children's Independence

Little Disciples Childcare recognises that developing independent toileting skills is an important part of a child's physical, emotional and social development.

Practitioners will encourage independence by:

- Providing regular opportunities for children to use the toilet.
- Responding promptly when a child indicates that they need to go.
- Supporting children in recognising the signs that they need to use the toilet.
- Encouraging children to manage clothing independently where appropriate.
- Providing suitable toilet seats, steps and other equipment where necessary.
- Offering encouragement and reassurance.
- Allowing children sufficient time to use the toilet without rushing them.
- Promoting good handwashing and personal hygiene habits.

Children must have reasonable access to toilets throughout their session and must not be prevented from using the toilet as a form of behaviour management.

Staff should recognise that some children may require additional time, verbal prompting, visual reminders or physical assistance.

7. Toilet Training

7.1 Individual Development

Little Disciples Childcare recognises that children become ready for toilet training at different stages of development.

Toilet training will be approached positively, sensitively and in partnership with parents and carers.

Practitioners will consider:

- The child's developmental readiness.
- Their ability to recognise and communicate toileting needs.
- Their ability to understand and follow simple routines.
- Their physical ability to use the toilet.
- Their confidence and emotional readiness.
- Any medical conditions, disabilities or additional support needs.
- The approach being used at home.

Children will not be pressured to become toilet trained within a fixed timescale.

7.2 Beginning Toilet Training

Parents are encouraged to discuss plans to begin toilet training with the setting before making significant changes, particularly where the child has previously attended in nappies or pull-ups.

This allows practitioners and parents to agree a consistent approach and ensure appropriate support is available.

Where possible, the following will be agreed:

- Whether the child will attend in underwear, pull-ups or nappies.
- How and when toileting opportunities will be offered.
- How the child communicates their needs.
- What assistance they require.
- What encouragement or communication strategies work best.
- The provision of spare clothing and supplies.
- How accidents will be managed.
- How progress will be communicated and reviewed.

Where a child is attending school nursery and Nursery Plus, practitioners may, with parental agreement, work alongside school staff to encourage consistency between the services.

7.3 Individual Toileting Support Plans

An Individual Toileting Support Plan may be introduced where a child:

- Is beginning toilet training and requires additional support.
- Experiences frequent or persistent accidents.
- Has difficulties recognising or communicating toileting needs.
- Requires regular physical assistance.
- Has a disability, medical condition or additional learning need affecting toileting.
- Requires a structured and consistent approach between home and the setting.

The plan will identify:

1. The child's current toileting abilities and needs.
2. The support and assistance required.
3. Agreed toileting routines and strategies.
4. Communication methods and reasonable adjustments.
5. Arrangements for managing accidents.
6. Any additional equipment or resources required.
7. Relevant professional advice.
8. A review date and agreed next steps.

Plans will be developed in partnership with parents and carers and reviewed regularly.

8. Managing Toileting Accidents

Toileting accidents are a normal part of children's development and must always be managed with sensitivity and understanding.

When a child has an accident, practitioners must:

1. Respond calmly, discreetly and reassuringly.
2. Avoid drawing unnecessary attention to the accident.
3. Support the child to move to a suitable private area.
4. Wear appropriate personal protective equipment where contact with bodily fluids is anticipated.
5. Help the child remove soiled clothing and clean themselves, providing direct assistance where necessary.
6. Support the child to put on clean, dry clothing.
7. Place soiled clothing in a suitable sealed bag for parents to take home.
8. Clean and disinfect any affected surfaces using appropriate procedures.
9. Ensure the child and practitioner wash their hands thoroughly.
10. Record the accident where required and communicate relevant information to parents.

Children must never be reprimanded, humiliated or made to feel responsible for the inconvenience caused by an accident.

Wet or soiled clothing must be changed promptly to protect the child's comfort, hygiene and dignity.

9. Frequent or Repeated Toileting Accidents

Little Disciples Childcare recognises that some children may experience repeated accidents during toilet training or because of developmental, medical or additional support needs.

Where accidents become frequent or the current toileting approach does not appear to be meeting the child's needs, the setting will take a supportive and coordinated approach.

9.1 Initial Response

Practitioners will:

- Continue providing appropriate care following every accident.
- Maintain a factual record of accidents, toileting attempts and relevant observations.
- Identify any patterns, including the frequency or timing of accidents.
- Consider whether the child is demonstrating signs of readiness, distress, discomfort or difficulty recognising toileting needs.
- Communicate observations to the Manager or Deputy Manager.

9.2 Communication with Parents

Where repeated accidents occur, the Manager or Deputy Manager will arrange a discussion with parents or carers.

The discussion will consider:

- The child's toileting routine at home.
- Whether a consistent approach is being followed.
- The child's developmental readiness.
- Any possible medical or developmental concerns.
- Whether the current approach is causing distress or discomfort.
- Whether additional resources or reasonable adjustments are required.
- Whether a revised toileting support plan would be beneficial.

The setting may recommend that parents seek advice from their health visitor, GP or other relevant healthcare professional where appropriate.

9.3 Reviewing Support Arrangements

Where frequent accidents require significant periods of practitioner assistance, the Manager will review the support arrangements.

This will include consideration of:

- The child's individual needs and welfare.
- The level and frequency of assistance required.
- Safe supervision of other children.
- Staffing deployment and available resources.
- The physical environment and available facilities.
- Whether additional support or professional advice is needed.

The Manager may consult the local authority or relevant professionals for guidance on meeting the child's needs and maintaining safe provision.

9.4 Nappies, Pull-Ups and Underwear

Decisions about whether a child wears nappies, pull-ups or underwear will be made individually and in partnership with parents.

Where a child is experiencing significant difficulties, the setting may discuss whether temporary changes to the toileting approach would support the child's comfort, confidence and well-being.

Such decisions must not be imposed as a punishment or used solely for staff convenience.

Children will not be required to wear nappies or pull-ups simply because they have experienced a particular number of accidents.

Equally, parents will be encouraged to work collaboratively with staff to ensure that toilet training arrangements are appropriate to the child's current needs and abilities.

The child's welfare and dignity must remain the priority.

10. Staffing and Supervision During Intimate Care

Little Disciples Childcare recognises that toileting and intimate care can require significant practitioner time, particularly where children need regular assistance.

The Manager and Deputy Manager are responsible for ensuring that staffing arrangements continue to support the safe care and supervision of all children.

Practitioners must:

- Inform another appropriate member of staff when leaving the main activity area to provide intimate care.
- Ensure that other children remain appropriately supervised.
- Follow agreed staffing and safeguarding arrangements.
- Seek additional assistance where necessary.
- Report any concerns about the frequency or duration of intimate care to the Manager or Deputy Manager.

Where a child requires prolonged or repeated individual support, the Manager will assess whether changes to staffing arrangements or additional resources are needed.

Where appropriate, the setting will seek advice from the local authority or relevant professionals regarding additional support.

Intimate care must not be delayed unnecessarily because of staffing pressures. If safe supervision cannot be maintained, the Manager or Deputy Manager must take immediate steps to arrange appropriate cover or additional assistance.

Children requiring intimate care will not be excluded from activities or opportunities simply because they need additional support.

11. Additional Learning Needs, Disabilities and Medical Conditions

Little Disciples Childcare is committed to inclusive practice and will make reasonable adjustments to meet the needs of children with disabilities and other additional support needs.

Some children may require ongoing assistance with toileting due to:

- Developmental delay.
- Physical disabilities.
- Communication difficulties.
- Sensory needs.
- Medical conditions.
- Continence difficulties.
- Other individual circumstances.

Where additional support is required, the setting will work with parents and, where appropriate, relevant professionals to develop an Individual Toileting or Intimate Care Support Plan.

This may include:

- Adapted toileting equipment.
- Visual prompts or communication aids.
- Additional time and reassurance.
- Assistance with clothing and personal hygiene.
- Specific care procedures.
- Adjustments to routines or the environment.
- Additional staffing or specialist support where appropriate.

Where medical interventions or specialised procedures are required, these must be supported by an appropriate care plan, suitable training, risk assessment and any necessary professional advice.

Staff must not undertake procedures for which they have not received appropriate instruction or authorisation.

Decisions regarding support will be made on an individual basis and in accordance with applicable equality legislation and safeguarding requirements.

12. Safeguarding During Intimate Care

The safeguarding and welfare of children are central to all intimate care procedures.

All intimate care must be provided by appropriately authorised staff who understand their safeguarding responsibilities.

Practitioners must:

- Maintain professional boundaries at all times.
- Explain what they are doing and seek the child's cooperation in an age-appropriate way.
- Respect the child's wishes and feelings wherever possible.
- Protect the child's dignity and privacy.
- Avoid unnecessary physical contact or exposure.
- Use only the level of assistance required.
- Maintain appropriate communication with other staff.
- Never photograph or video a child during intimate care.
- Never use personal mobile phones or recording devices in toileting or changing areas.
- Report safeguarding concerns immediately in accordance with the Safeguarding Policy.

One-to-one intimate care may be undertaken where appropriate, provided suitable safeguarding arrangements are in place.

A second member of staff should not automatically be required for routine intimate care, as this may unnecessarily compromise a child's privacy. However, additional staff support may be required following an individual risk assessment or where specific care needs make this necessary.

Where a child becomes distressed or resists intimate care, staff should respond sensitively, offer reassurance and consider alternative approaches. Any immediate intervention must be necessary, proportionate and in the child's best interests.

Staff must not use force or restraint as part of routine toileting.

12.1 Safeguarding Concerns

Staff must report concerns to the Designated Safeguarding Lead, including:

- Unexplained injuries or marks.
- Unusual or persistent distress during intimate care.
- Disclosures made by a child.
- Concerns about inappropriate behaviour or contact.
- Changes in behaviour that may indicate a safeguarding concern.
- Any allegation or concern regarding a member of staff.

All concerns must be recorded factually and managed in accordance with the setting's Safeguarding Policy and relevant reporting procedures.

Where there is an immediate risk to a child, staff must take appropriate action to protect them without delay.

13. Hygiene and Infection Prevention

Little Disciples Childcare is committed to maintaining high standards of infection prevention and control.

13.1 Hand Hygiene

Staff and children must wash their hands thoroughly using soap and water after toileting or nappy changing.

Staff must wash their hands before and after nappy changing and after contact with urine, faeces or contaminated materials.

Hand sanitiser must not be used as a substitute for handwashing following toileting or contact with bodily fluids.

13.2 Personal Protective Equipment

Practitioners must use suitable personal protective equipment when there is a risk of contact with urine, faeces or other bodily fluids.

Disposable gloves and aprons must be worn during nappy changing and when providing intimate care involving contact with bodily fluids.

Gloves and aprons must be changed between children and disposed of safely.

Wearing gloves does not replace the requirement for handwashing.

13.3 Cleaning and Disinfection

- Toilets, sinks, changing mats and other frequently touched surfaces will be cleaned regularly.
- Changing surfaces will be cleaned after every use and disinfected where required.
- Any contamination involving bodily fluids must be cleaned promptly using appropriate infection prevention procedures.
- Cleaning materials must be stored safely and out of children's reach.
- Changing mats and equipment must be checked regularly and replaced where damaged.
- Toileting and changing areas must remain clean, appropriately equipped and well maintained.

13.4 Waste Disposal

Soiled nappies, wipes and disposable personal protective equipment must be disposed of safely in accordance with the setting's waste management procedures and current guidance.

Nappies must be securely wrapped or bagged and placed in the appropriate designated waste container.

Waste containers must be suitable for their intended use, appropriately maintained and positioned away from food preparation and eating areas.

Where required, specialist waste collection arrangements will be established in accordance with relevant requirements.

13.5 Soiled Clothing

Soiled clothing must be handled carefully to minimise contamination.

Clothing will be placed in a suitable sealed, clearly identifiable bag and returned to parents or carers.

Staff must not wash or rinse heavily soiled clothing in handwashing sinks or areas used for food preparation.

13.6 Illness and Infection

Staff must remain alert to signs of illness, including diarrhoea, vomiting, pain during urination, unusual bowel movements or other symptoms of infection.

Where symptoms indicate a possible infectious illness, the setting's Infection Prevention and Control and Exclusion of Sick Children procedures will apply.

Persistent constipation, diarrhoea, pain or other continence concerns should be discussed sensitively with parents, with appropriate professional advice recommended.

14. Parental Responsibilities and Partnership Working

Little Disciples Childcare recognises that effective toilet training and intimate care rely on positive communication and cooperation between parents and practitioners.

Parents and carers are encouraged to:

- Provide accurate information about their child's toileting needs during induction.
- Inform practitioners of any medical, developmental or continence concerns.
- Discuss plans to begin or change toilet training arrangements with staff.
- Provide appropriate nappies, pull-ups, wipes, creams and spare clothing where required.
- Supply sufficient changes of underwear and clothing during toilet training.
- Communicate relevant changes in routines or toileting progress.
- Work with practitioners to develop and review support plans.
- Seek professional advice where difficulties persist or a medical concern is suspected.

The setting recognises that parents may have different approaches, expectations and cultural preferences surrounding toilet training.

Staff will listen respectfully and work collaboratively to establish arrangements that promote the child's best interests.

Where there are differences between the approach used at home and the setting, the Manager will arrange a supportive discussion to agree appropriate next steps.

The setting will not make unilateral decisions about changing a child's established toileting approach without considering the child's needs and consulting parents, except where immediate action is necessary to protect the child's health or welfare.

15. Record Keeping and Confidentiality

Accurate records support continuity of care, communication with parents and the identification of any additional support needs.

Where appropriate, staff will record:

- Nappy changes.
- Toileting accidents.
- Repeated or unusual toileting difficulties.
- Relevant observations about a child's comfort or well-being.
- Discussions with parents.
- Agreed toileting support arrangements.
- Reviews of individual support plans.
- Any safeguarding or medical concerns.

Records may be maintained electronically or in an approved paper format.

All records must be factual, respectful and stored securely in accordance with the setting's Data Protection and Confidentiality Policy.

Information must only be shared with authorised individuals who have a legitimate reason to access it.

Sensitive information relating to a child's toileting, continence or intimate care must not be discussed in public areas or within hearing of other parents or children.

16. Staff Training and Responsibilities

All staff involved in supporting children's toileting and intimate care must understand and follow this policy.

Staff will receive appropriate guidance during induction, including:

- Nappy changing procedures.
- Infection prevention and control.
- Safeguarding during intimate care.
- Respecting children's dignity and privacy.
- Supporting toilet training.
- Managing accidents sensitively.
- Reporting concerns and maintaining records.
- Supporting children with additional needs.

Where specialist intimate care is required, appropriate additional training and support will be arranged.

The Manager and Deputy Manager will monitor practice and address any concerns through supervision, training and ongoing quality assurance.

17. Roles and Responsibilities

17.1 Management Committee

The Management Committee is responsible for:

- Approving the policy and any significant amendments.
- Supporting appropriate resources and arrangements for safe care.
- Monitoring the setting's compliance with relevant requirements.

17.2 Manager / Responsible Individual

The Manager is responsible for:

- Ensuring this policy is implemented effectively.
- Overseeing staffing arrangements and safe supervision.
- Supporting practitioners with complex or ongoing toileting needs.
- Coordinating discussions with parents where additional support is required.
- Ensuring individual support plans are developed and reviewed where appropriate.
- Seeking advice from external professionals or the local authority where necessary.
- Monitoring standards of hygiene, safeguarding and record keeping.
- Ensuring staff have access to appropriate training and resources.

17.3 Deputy Manager / Person in Charge

The Deputy Manager is responsible for:

- Supporting the day-to-day implementation of the policy.
- Monitoring the consistency and quality of intimate care.
- Providing advice and guidance to practitioners.
- Ensuring appropriate supervision arrangements are maintained.
- Escalating concerns to the Manager.
- Supporting communication with parents and the review of individual plans.

17.4 Childcare and Play Practitioners

All practitioners are responsible for:

- Following the procedures outlined in this policy.
- Supporting children's individual toileting needs.
- Maintaining dignity, privacy and safeguarding standards.
- Following appropriate hygiene procedures.
- Recording relevant care and observations accurately.
- Communicating concerns promptly.
- Working collaboratively with parents and colleagues.
- Undertaking training where required.

18. Monitoring and Quality Assurance

The Manager and Deputy Manager will monitor the implementation of this policy through:

- Routine observations of practice.
- Review of relevant care records.
- Staff supervision and professional discussions.
- Feedback from parents and children.
- Review of individual toileting support plans.
- Health and safety and hygiene checks.
- Monitoring of any safeguarding or care-related concerns.

Where areas for improvement are identified, appropriate actions will be agreed, allocated and monitored.

Lessons learned from incidents, concerns or feedback will be used to strengthen practice and improve children's experiences.

19. Related Policies and Procedures

This policy should be read alongside the following Little Disciples Childcare documents:

- Safeguarding Policy.
- Health and Safety Policy.
- Infection Prevention and Control Policy.
- Medication Policy.
- Additional Learning Needs and Inclusion Policy.
- Equality and Diversity Policy.
- Data Protection and Confidentiality Policy.
- Accident and Incident Reporting Policy.
- Staff Code of Conduct.
- Complaints Policy.

20. Legislative and Guidance Framework

This policy has been developed with reference to the following legislation and guidance, as applicable:

- Children and Families (Wales) Measure 2010.
- Child Minding and Day Care (Wales) Regulations 2010, as amended.
- Welsh Government National Minimum Standards for Regulated Childcare for Children up to the Age of 12 Years (2026).
- Social Services and Well-being (Wales) Act 2014.
- Equality Act 2010.
- Additional Learning Needs and Education Tribunal (Wales) Act 2018, where applicable.
- Data Protection Act 2018 and UK GDPR.
- Public Health Wales guidance on health protection and infection prevention in childcare settings.
- Care Inspectorate Wales guidance and expectations.

21. Policy Review

This policy will be reviewed annually by the Manager and Management Committee, or sooner where:

- Legislation or statutory guidance changes.
- Care Inspectorate Wales issues relevant updated guidance.
- An incident or safeguarding concern identifies the need for improvement.
- Operational arrangements change.
- Feedback from parents, practitioners or professionals identifies improvements.

Any significant amendments will be communicated to staff, and appropriate training or guidance will be provided.

Appendix 1

Little Disciples Childcare

Individual Toileting Support Plan

Confidential Childcare Record
Supporting every child's independence, dignity and well-being.

Section 1: Child's Details

Child's full name: _____

Date of birth: _____

Service: ☐ Nursery Plus ☐ Afterschool Club ☐ Holiday Club

Key Worker: _____

Date plan started: _____

Review date: _____

Plan completed by: _____

Section 2: Reason for Support Plan

Please identify the reason(s) for introducing this plan.

☐ Beginning toilet training ☐ Frequent toileting accidents
☐ Difficulty recognising when the toilet is needed
☐ Difficulty communicating toileting needs
☐ Requires assistance with clothing or personal hygiene ☐ Medical or continence needs
☐ Additional learning or developmental needs ☐ Other: _____

Brief description of the child's current needs:

_____

_____

Section 3: Current Toileting Abilities

Skill	Independently	With Support	Not Yet
Recognises the need to use the toilet	☐	☐	☐
Communicates toileting needs	☐	☐	☐
Walks to and accesses the toilet	☐	☐	☐
Manages clothing	☐	☐	☐
Sits comfortably on the toilet	☐	☐	☐
Passes urine in the toilet	☐	☐	☐
Passes a bowel movement in the toilet	☐	☐	☐
Cleans or wipes themselves	☐	☐	☐
Flushes the toilet	☐	☐	☐
Washes and dries hands	☐	☐	☐

Child's strengths and existing skills:

_____

How does the child communicate that they need the toilet?

_____

Section 4: Current Toileting Arrangements

Currently wears:

☐ Underwear ☐ Pull-ups ☐ Nappies

☐ Combination, depending on circumstances

Usual toileting routine at home:

_____

Usual toileting routine at Little Disciples:

_____

Does the child experience accidents?

☐ Rarely ☐ Occasionally ☐ Frequently

Are accidents generally:

☐ Wetting ☐ Soiling ☐ Both

Are there any known patterns or triggers?

_____

Any relevant medical, sensory, developmental or communication considerations?

_____

Section 5: Agreed Toileting Support Strategies

The following strategies have been agreed between Little Disciples Childcare and the child's parents/carers.

Toileting opportunities:

☐ On arrival ☐ Before or after meals ☐ Before or after outdoor play

☐ Before going home ☐ At individually agreed intervals

☐ When the child indicates a need ☐ Other: _____

Agreed routine or timings (if applicable):

_____

Support to be provided by staff:

☐ Verbal reminders ☐ Visual prompts ☐ Assistance with clothing

☐ Assistance with wiping and hygiene ☐ Reassurance and encouragement

☐ Support with accessing the toilet ☐ Additional supervision

☐ Other: _____

Positive encouragement strategies:

_____

Child's preferences, wishes or sources of anxiety:

_____

Equipment or resources required:

☐ Toilet step ☐ Child-sized toilet seat ☐ Visual supports

☐ Spare clothing ☐ Nappies or pull-ups ☐ Specialist equipment

☐ Other: _____

Section 6: Managing Toileting Accidents

All accidents will be managed promptly, calmly and sensitively in accordance with the setting's Toileting, Toilet Training and Intimate Care Policy.

Agreed approach when an accident occurs:

_____

_____

Level of assistance required for cleaning and changing:

_____

Any specific intimate care arrangements:

_____

How and when will parents be informed?

☐ Daily handover ☐ Electronic care record ☐ Direct contact where concerns arise

☐ Other: _____

Additional actions if accidents become frequent:

_____

_____

Section 7: Staffing and Additional Support

Does the child require regular individual assistance?

☐ Yes ☐ No ☐ To be monitored

Estimated level or frequency of support required:

_____

How will appropriate supervision of other children be maintained?

_____

Are reasonable adjustments or additional resources needed?

☐ Yes ☐ No ☐ Under review

Details of adjustments or resources:

_____

Is external professional advice appropriate?

☐ Health Visitor ☐ GP ☐ Local Authority

☐ Continence Service ☐ Additional Learning Needs professional

☐ Other: _____ ☐ Not currently required

Actions agreed, responsible person and timescale:

_____

Section 8: Agreed Goals

Goals should be realistic, achievable and based on the child's individual developmental stage.

Goal 1:

_____

Support or strategies to achieve this:

_____

Goal 2:

_____

Support or strategies to achieve this:

_____

Goal 3 (if appropriate):

_____

Support or strategies to achieve this:

_____

Success will be measured through the child's progress, confidence, comfort and developing independence, rather than solely by the number of accidents.

Section 9: Partnership with Parents/Carers

Agreed approach at home:

_____

Agreed approach at Little Disciples:

_____

How will consistency be maintained?

_____

Supplies to be provided by parents/carers:

_____

Any differences between home and setting arrangements and how these will be managed:

_____

Section 10: Monitoring and Review

Monitoring arrangements:

☐ Daily toileting record ☐ Accident monitoring record ☐ Practitioner observations

☐ Parent feedback ☐ Other: _____

Review frequency:

☐ Weekly ☐ Fortnightly ☐ Monthly

☐ Individual review date agreed

Date of next review: _____

Person responsible for coordinating the review:

_____

Section 11: Agreement and Acknowledgement

This plan has been developed in partnership with the child's parents or carers to ensure that their individual toileting needs are supported in a safe, consistent and respectful manner.

The plan will be reviewed regularly and adjusted as the child's needs develop.

Role and name	Signature	Date
Parent/Carer Name: _____	_____	_____
Key Worker Name: _____	_____	_____
Manager/Deputy Manager: _____	_____	_____

Appendix 2: Toileting Support Plan Review Record

Review date: _____

Reviewed by: _____

Parent/Carer involved: ☐ Yes ☐ No

Progress since the previous review:

_____

_____

Have the agreed strategies been effective?

☐ Yes ☐ Partially ☐ No

Changes in toileting independence or confidence:

_____

Ongoing difficulties or concerns:

_____

Parent/Carer feedback:

_____

Changes agreed to the support plan:

_____

Additional support or professional advice required:

_____

Next review date: _____

Outcome:

☐ Continue existing plan ☐ Update support strategies ☐ Seek further advice or support

☐ Support plan no longer required

Reviewed and agreed by:

Parent/Carer: _____

Practitioner: _____

Manager/Deputy Manager: _____

This document contains confidential information and must be stored securely in accordance with Little Disciples Childcare's Data Protection and Confidentiality Policy. It should only be accessed or shared by authorised individuals where necessary to support the child's care.