



## **Toilet training & toileting policy**

Clyde Nursery Ltd will work in partnership with parents, with regards to toilet training children. In some cases, parents prefer their child to use their own potty for toilet training whilst in Nursery.

When potties are used to toilet train children in the Nursery, the following procedure should be followed:

- White apron and double gloves should be worn.
- Place child on potty
- Staff member should remain with the child and encourage the child to use the potty.
- After use, potty contents should be flushed down the toilet
- Potties must be always cleaned with anti-bacterial or disinfectant wipes after use
- Wipes, aprons, and gloves should be disposed of according to the Clinical Waste Procedure
- Potties must be stored in toileting areas and/or in a sealed storage box in the toilet cubicle.
- Children and staff assisting must wash their hands immediately after use of the potty

In the case of a toileting accident staff should adhere to the Clinical Waste Procedure.

In the 3-5 ELC, children should be encouraged to go to the toilet independently, but will be checked by a member of staff, even if they feel able to go themselves.

Staff should help any children who need assistance and must check that all children are clean after using the toilet. Children and staff must then wash their hands.

Volunteers and school Work Experience Students should never take children to the toilet. Modern Apprentices and all new staff must be monitored by a Senior Practitioner before taking children to the toilet. All new staff must be monitored by a senior Team Leader before carrying out any toileting duties.

A copy of this policy is available to view in the Policy Folders held in the Nursery Office and Nursery Playrooms.

Reviewed: January 2026

Date of next review: January 2027