



Potty & Toilet Training

creat ed: January 2026

To be reviewed: January 2027

The Nursery staff are experienced in helping children to potty train. If you think your child is developmentally ready to start using the potty we will endeavour to support you and your child to the best of our ability.

Potty training can be a very daunting process for parents but please be assured that our staff will work with you every step of the way to ensure the process is a smooth one. Please be aware that it can take longer for a child to potty train at Nursery as there is so much more happening within the environment than at home. This is why we ask you to start potty training your child at home for a short period before it is introduced at Nursery.

Please be aware of the following protocol that your child's key persons will follow:

- Once you have introduced potty training to your child at home, we will start encouraging your child to sit on the toilet (child size) at Nursery. We will try to copy your routine as closely as possible to maintain continuity for your child.
- We will take the children to the toilet training area at regular intervals throughout the day. We will ask the children often if they need to use the toilet and have visual prompts and reminders in the classroom. We will use a variety of techniques to praise and encourage your child to use the toilet successfully e.g. sticker system. Children will be given adequate time to sit on the potty or toilet and will not be rushed through the process. Staff will remain in close proximity whilst the child is sitting on the toilet or potty.
- If your child is dry and asking for the toilet, we strongly recommend you don't use 'pull ups'.
- Your child needs to wear suitable clothing when toilet training (no belts, dungarees or vests with poppers).
- Whilst your child is toilet training their key person will keep you informed on their progress. When you feel your child is ready to wear knickers/pants to Nursery, we ask that you discuss this with your child's key person.

- At first, we will put your child back in a nappy for relaxation and sleep time, until your child is dry throughout the day.
- Accidents will be dealt with calmly, sympathetically and in a way which does not make the child think they have done something wrong.
- We request that if your child is toilet training you bring in sufficient spare clothes for the staff to dress your child if they should happen to have an accident. (This includes spare socks) Croc type shoes are fantastic during this phase as we can wash and dry them easily.
- We understand that due to changes in routines or at home some children may regress. If your child has been dry for a while and they begin to have accidents your key person will work with you and support your child through this time. The child will not be put back into a nappy as this could potentially put them back to the beginning. We will simply encourage more than usual to use the toilet/potty and read lots of books about toilet training.
- Staff will all wear the appropriate Personal Protective Equipment (PPE) if they need to give direct contact support to the children whilst using the potty or toilet. Staff are requested to dispose of these in the appropriate manner and wash hands immediately. Staff must use a fresh pair of gloves for each and every close contact. A single apron may be worn for multiple children, but it must be changed immediately if it comes into contact with bodily fluid.
- Staff should complete the daily intake, stating the time, their initials and whether the child uses the potty successfully.
- Staff will sing, talk and smile at the children throughout potty and toilet training and give lots of praise and encouragement.
- At no point will staff make inappropriate noises or gestures in reaction to having to clean or support a soiled child.
- Ensure all staff have an up-to-date understanding of child protection and

safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner.

- The setting operates a whistle blowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery.
- The management team regularly conducts working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines.
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training.

We would expect all children to be fully toilet trained by the time they move on to Pre-school. It is therefore important to start this process early. If you have any concerns that your child may not be fully toilet trained by the time they are due to move into this age group (due to a diagnosed medical condition for example) you must speak to a member of the Nursery team as early as possible so a support plan can be put in place.