# Continence Policy

## Statement of Intent

We understand that continence issues need to be addressed with sensitivity. We recognise that continence training is an area of development which is reached at different ages for all children and that every child has individual needs which are respected and catered for.

## Aim

## To provide clear guidelines to ensure that staff and parents/carers understand their responsibilities.

## Methods

We have a home-setting agreement which defines the responsibilities that each partner has, and the expectations each has for the other as set out below:

**The Parent/Carer**

* to change the child at the latest possible time before being brought into Pre-school.
* to provide nappies, wipes (or alternative) and a change of clothing in a named bag.
* to accept the procedures that will be followed when the child is changed.
* to inform the setting if the child has any marks/rash.
* to review arrangements should this be necessary.
* If the child has sustained an injury at home which has left a mark the parent will inform Pre-School staff and complete an Accident at Home form.
* To ensure potty/toilet training is practiced at home in conjunction with it being completed at pre-school to ensure children do not receive mixed messages or become confused.

**The Pre-school**

* Will change the child during a session should the child soil themselves or become uncomfortably wet.
* Will report to parents should the child be distressed or if any marks/rash are seen.
* Will review arrangement should this be necessary.

**Procedure**

* Only staff who have been DBS checked will undertake changing of nappies.
* Staff to wear disposable gloves and aprons while dealing with incident.
* Nappy changing takes place on a change mat in a bathroom, the door to this room will be left open whilst changing takes place and staff will inform another member of staff that they are taking the child out of the room to have their nappy changed.
* Staff will use the provisions supplied by the parent/carer or Pre-school supplies if parents have forgotten to pack any. If this is a regular occurrence the Pre-school terms and conditions will be followed.
* We respect the need to balance both privacy & safe guarding whilst intimately caring for the children. This can be achieved by ensuring the children are placed on the changing mat in the cubicle with their feet towards the cubicle door, where their privacy can be maintained whilst the staff can be seen when changing nappies.
* Soiled nappies are suitably wrapped and disposed of within the bathroom bins or taken directly outside where possible.
* The changing mat is to be cleaned after use with a suitable detergent.
* Staff and the child are to wash their hands with hot water and soap as soon as the task is complete. They should dry their hands on a paper towel and dispose of in the bin.
* In the event of a child being potty/toilet trained at home the Pre-School will support the parents by periodically reminding children to use the potty/toilet and inform parents if they manage to use them.
* When parents feel their child is ready to come out of nappies the Pre-School will support parents and the child by remaining patient and encouraging during this sensitive period. Gentle reminders to use the potty/toilet will be given to the child throughout the morning and plenty of praise to the child for their efforts.
* Parents will be verbally notified of their child’s efforts whilst at Pre-School and the child’s Key Person will discuss any further support required with parents.
* If an accident does occur then this will be cleaned using antibacterial spray and paper towels which will then be placed in a nappy bag before being put in the bin. Staff must wear gloves when clearing up any accidents.
* The child will be offered the potty/toilet and changed in the bathroom into clean/dry underwear and clothing.
* Soiled clothing will be put into a nappy bag and left in the child’s bag for parents to take home.

In the event of delayed continence, we will work in partnership with the child’s parent/carer and other professionals to develop a planned programme to aid their development.

This policy was adopted by West Wycombe Pre-School Playgroup in October 2010. Policies are updated when necessary and reviewed on a yearly basis.

Reviewed and amended June 2025