



Elmfield Rudolf Steiner School

Toilet Policy – Early Years Department

December 2018

Policy Tracker – Responsibility for monitoring this policy: Diana Ball (Education Lead)			
(Reviewed annually or in response to changes in legislation)			
Date	Reviewed and Updated By:	Role	Date Approved by the Council of Management
12/12/18	Diana Ball	Education Lead	

Kindergarten

At various points, all the children in a given Kindergarten go to the toilet together (the 'toilet train') with one or two members of staff, to the toilets in the Yellow Passage. There are four cubicles with low doors which allow staff to look in if there is a concern (e.g. a child crying, or calling out for help, or taking far too long).

At other times, an individual child might ask to go to the toilet. If this happens, the teacher or assistant makes a judgement call. A Transition child might be asked to take a younger child to the toilet. Two Transition children may be sent together. Sensible younger children might be sent in pairs. If more than two children need to go, an adult will accompany them, or if a less sensible child needs to go, an adult will take them.

Occasionally a child will be sent to the toilet on their own and this would particularly be the case for a child who manages better when they have nothing/no one to distract them.

If a child or children have been gone for an unusually long period of time an adult will go to check on them.

If a child has been identified as having an issue with going to the toilet or presents a risk to themselves or others they will always be accompanied by an adult to the toilet to ensure their and others' safety. This will be written into the child's Support Plan and circulated to all staff members in the department and those staff members who carry out cover in the department.

When Kindergarten and Transition children are playing outside and need to go to the toilet they are usually accompanied to the toilet by an adult. On occasion a child may be sent through the nearest Kindergarten to the toilet if an adult is in that Kindergarten or its attached kitchen area, as the adult can supervise the child visiting the toilet from there.

At drop off (before 9.15am) or pick up (12.30pm or 3.15pm) times an adult will always accompany a child to the toilet.

Nursery

At various points during the morning session Nursery pupils are taken to the toilet all together (the 'toilet train') with one or two members of staff.

If a child or children need to go to the toilet outside of the 'toilet train' they are always taken by an adult, either 1:1 or in a small group.