

Toilet Policy



Pre-School Toilet Policy

Culmstock Pre-School has one toilet available for use by the children, staff and any visitors to the pre-school on pre-school business. Due to the communal nature of the toilet this policy provides guidelines for safe, clean and where necessary restricted use of the toilet facility for maximum hygiene.

Toilet Cleaning Routine

The toilet is checked for cleanliness prior to the start of the session, and following use of the toilet. Toilet checks form part of the risk assessment for the pre-school.

The toilet is cleaned in the morning and afternoon, and as and when necessary during the day if a child has a toileting accident, and will be left clean at the end of the day. Hygiene levels will be rigorous in the toilet area. Cleaning products are stored together in a box on top of the kitchen cupboards out of the reach of children. Staff will ensure that cleaning products are regularly replenished as required.

Staff Use of Toilet

Due to the small nature of the preschool it is not possible to extend the premises or employ a third member of staff to enable all members of staff to use Culm Valley Inn's conveniences (across the road) on a regular basis.

Staff will endeavour to use the pre-school toilet at the beginning and end of sessions. Staff will use the toilet at the beginning of a session before the children arrive and at the end of a session after they have left.

While the children are supervised by staff at lunch time, any other member of staff or visitor may use the toilet. While the children are in circle time/formally gathered with the supervisor, other members of staff may use the toilet. The supervisor may use the toilet while all the children are having snack, and the assistant is with the children.

Staff will ensure the lavatory is clean after they have used it, and will ensure that the necessary cleaning materials are in stock, safely stored.

Staff and visitors must be aware that if their sanitary items are not of the disposable kind i.e. flushable, they must dispose of their items by wrapping them up and taking them off the premises to dispose of them in a hygienic way. No facility exists for the safe disposal of sanitary items.

Children's Use of the Toilet

The children are invited to use the toilet prior to taking their snack or lunch. The toilet is checked and cleaned by a member of staff as necessary following each visit.

Visitor's Use of the Toilet

Visitors are made aware that the Culm Valley Inn opposite has lavatories for public use and encouraged to use those rather than use the pre-school toilet facility. Where it becomes unavoidable visitors may use the toilet if needed, but only after all the children have had the opportunity to do so.