



Blackwood ELC - Potty Policy



Created: April 2026

Update: April 2029

Potty Policy

Self-Evaluation:

HGIOELC 2.1 Safeguarding and Child Protection

HGIOELC 2.4 Personalised Support

HGIOELC 3.1 Ensuring Wellbeing, Equality and Inclusion

Aim

At Blackwood Primary ELC we aim to ensure every child is treated with dignity, privacy and respect when they require to be changed.

Health & Social Care Standards

1, 2, 3, 4 and 5

UNCRC Article 3
Article 16
Article 24
Article 27

Principles and Practice (CfE):

- I am learning what I can do to look after my body and who can help me. **HWB 0-48a**
- I am learning about respect for my body and what behaviour is right and wrong. I know who I should talk to if I am worried about this. **HWB 0-49a**

Our Vision ...

At Blackwood Primary School and ELC we strive to establish a caring, nurturing and stimulating environment which encourages creativity and curiosity and recognises each child as an individual, enabling them to attain and achieve.

Our Values ...

Friendship, Respect, Equality, Determination

Core Resources

- SLC Infection Control Risk Assessment (2014).
- NHS Infection Prevention and Control in Childcare Settings (2011).
- Care Inspectorate Nappy Changing Facilities for Early Learning and Childcare Services: Information to support improvement (2018)



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What you need:

- A clean potty
- A separate sink for cleaning the potty. The potty should be cleaned in the changing unit sink which is to be cleaned and disinfected after use (as per section 5.5 Infection Prevention and Control)
- A sink for washing yours and the child's hands. Children will be encouraged to use the sinks in the main toilet area as opposed to the one in the changing unit

Guidance and Procedures:

- Infection Prevention and Control in Childcare Settings states that when handling body fluids such as urine and bowel movements, staff should ensure they only handle them when wearing personal protective equipment such as disposable gloves and an apron, (see staff PPE below).
- Children are required to follow good hygiene practice after using the potty by washing their hands with soap and warm water and drying with a paper towel. This should then be disposed of in a lined bin.
- To minimise the risk of germs being present and spread, the area in which the potty is kept should be kept clean, safe, dry and ready for use.
- The potty should be stored away from other children. In Blackwood ELC it will be stored in the locked changing unit.

Cleaning & disinfecting the potty:

- After the child has used the potty, staff should put on PPE and pour contents of the potty into a toilet.
- Remove residue with toilet roll and flush down the toilet.
- Clean the potty with detergent and water or paper towels with general-purpose detergent and hand-hot water.
- Use the pink disinfectant spray after cleaning with detergent.
- Dry with paper towels or kitchen roll.
- Remove PPE, wash your hands, then if required help the child to wash their hands.
- Put potty in a clean, dry area — do not store potties one inside the other.

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Staff PPE:

Infection Prevention & Control May 2018

- Staff are required to wear disposable gloves and a disposable apron when changing children or handling urine and/or bowel movements.
- Staff should wash their hands before putting on PPE then after taking it off.

PPE should be placed in a nappy sack, double bagged and put into the nappy bin,

Audience

- Children
- Early Years Workers
- Team Leaders
- Students
- Support Staff
- SMT
- Parents/Carers
- SLC Personnel
- HMIe
- Care Inspectorate

Links

- Education Scotland
- Health and Social Care Standards
- Child at the Centre
- CFE
- GIRFEC
- Children and Young People's Bill (2014)
- Scottish Government COVID-19 Guidance
- Infection Prevention and Control (2018)
- Nappy changing facilities for early learning and childcare services: information to support improvement - Care Inspectorate (2018)