
Leafy Legends Forest School – Toileting Policy

Purpose

To ensure all children are supported with kindness, privacy, and practical care when using the toilet during Forest School sessions. This policy outlines procedures for supervision, hygiene, and safeguarding, while promoting independence and emotional comfort.

Child-Centred Approach

- Children are encouraged to use the toilet independently where possible
 - Staff offer gentle reminders and support, especially for younger or less confident children
 - Toileting is never rushed or treated as inconvenient — emotional comfort is prioritised
 - Accidents are responded to with warmth, discretion, and reassurance
-

Facilities & Hygiene

- **Toileting Area:**
 - Compost toilet or designated toileting tent with privacy screen
 - Toilet roll, handwashing station (with soap and water or wipes), and bin provided
 - Area checked before each session for cleanliness and safety
 - **Hand Hygiene:**
 - Children wash hands after toileting using soap and water or biodegradable wipes
 - Staff model and reinforce hand hygiene gently and consistently
-

Staff Roles & Safeguarding

Role	Responsibility
Lead Practitioner	Ensures toileting area is set up, clean, and stocked
Support Staff	Offer supervision and emotional support as needed
All Staff	Follow safeguarding protocols and maintain child dignity

- Staff do **not** enter toileting area unless child requests help or there is a concern
 - If assistance is needed, two staff members are present (where possible)
 - All toileting support is logged if physical help is provided
 - Staff maintain professional boundaries and use child-friendly language
-

Accidents & Spare Clothing

- Spare clothing and wipes are kept on-site in a labelled kit
 - Children are changed discreetly and comforted
 - Soiled clothing is bagged and returned to parents
 - Parents are informed gently and respectfully at pick-up
-

Communication with Families

- Parents are asked to share toileting needs, routines, and preferences before sessions
 - Staff respect cultural and developmental differences
 - Ongoing concerns are discussed privately and supportively
-

Review & Reflection

- Toileting procedures are reviewed termly
 - Staff feedback is welcomed to improve comfort and dignity
 - Policy updated in response to child needs or site changes
-

Toil-2025-V1 Date 29/08/25