

Theatrix UK

Preschool Toileting Procedure

Effective from: September 2026



Date Adopted: 23rd August 2026

Date of last review: 23rd August 2026

To be reviewed on/before: 23rd August 2027

Theatrix UK is committed to providing a safe, comfortable and age-appropriate environment for all children attending our preschool classes.

Due to the nature of our classes and staffing arrangements, **Theatrix staff are unable to provide intimate toileting assistance or change nappies/pull-ups.**

The following procedure applies to all preschool-aged children attending Theatrix UK.

1. Toilet Training Requirement

Children attending our preschool classes **must be toilet trained and able to use the toilet with an appropriate level of independence** in order to attend without their parent/carer remaining available.

We understand that occasional accidents can happen, particularly with younger children. An occasional accident does not mean that a child is not toilet trained.

However, Theatrix staff cannot take responsibility for:

- Changing nappies or pull-ups;
- Changing soiled underwear;
- Wiping or cleaning a child following toileting;
- Assisting a child on or off the toilet;
- Undressing or dressing a child following an accident; or
- Providing any other form of intimate toileting care.

2. Nappies & Pull-Ups

Theatrix staff **do not change nappies or pull-ups.**

If a child still regularly wears a nappy or pull-up or requires adult assistance with toileting, a **parent/ carer must remain on site or immediately available for the duration of the class.**

If the child requires changing or toileting assistance, the parent/carer will be asked to take their child to the toilet and provide the necessary care.

3. Parents Remaining Available

Parents/carers must make Theatrix aware if their child:

- Is still developing their toileting independence;
- Wears a nappy or pull-up;
- Requires assistance using the toilet;
- Requires assistance wiping or changing; or • Is likely to need adult support during the class.

In these circumstances, **a parent/carer must remain close enough to be immediately available if needed.**

The parent/carer is responsible for providing any toileting or changing assistance required.

4. Using the Toilet During Class

Children will always be allowed to use the toilet when they need to.

Staff can:

- Remind a child where the toilet is;
- Direct them to the toilet;
- Ensure they can access the toilet safely;
- Wait nearby where appropriate; and • Remind children to wash their hands.

However, staff **cannot enter a toilet cubicle to provide intimate assistance or physically assist with toileting.**

If a child tells us that they need help, their parent/carer will be contacted.

5. Toileting Accidents

We completely understand that accidents sometimes happen.

Children will **never be embarrassed, criticised or punished** for having a toileting accident.

If an accident occurs, staff will reassure the child and contact their parent/carer.

The parent/carer will be responsible for:

- Cleaning their child;
- Changing wet or soiled clothing;
- Changing nappies or pull-ups where applicable; and
- Helping their child return to class when they are comfortable and ready.

For this reason, parents of preschool children should ensure that they are **contactable and able to return promptly if required.**

Where a child is not fully independent with toileting, the parent/carer should remain on site.

6. Before Class

We strongly encourage parents/carers to take their child to the toilet **immediately before their Theatrix class begins.**

This helps minimise interruptions during our shorter preschool sessions and allows children to get the most from their class.

7. Parent/Carer Responsibility

When enrolling a preschool child at Theatrix UK, parents/carers are responsible for ensuring that we are given accurate information about their child's toileting needs.

If your child requires assistance that Theatrix staff are unable to provide, **you must remain on site or immediately available throughout the session.**

Parents/carers should not leave a child who requires toileting assistance without first discussing this with Theatrix staff.

8. Safeguarding & Staff Boundaries

This procedure is in place to protect **both the children attending Theatrix and our members of staff.**

Theatrix staff will maintain appropriate safeguarding and professional boundaries at all times.

Staff will not provide intimate toileting care, including wiping, changing nappies/pull-ups or changing soiled clothing.

If a child requires this level of assistance, their parent/carer will be contacted to provide it.

9. Our Approach

We want preschool children to feel happy, confident and secure when attending Theatrix.

Our approach is therefore simple:

Children attending independently should be toilet trained.

Theatrix staff cannot provide intimate toileting assistance or change nappies/pull-ups.

If a child requires assistance, their parent/carer must remain available to provide it.

We will always treat toileting accidents sensitively and discreetly, ensuring that the child's dignity and wellbeing remain our priority.

Policy Review: This procedure will be reviewed regularly and updated where necessary.

Theatrix UK – Drama, Musical Theatre & Creative Opportunities for Little Ones