**Using the toilet**

Everybody needs to use the toilet. It is natural to go to the toilet. It is how our bodies get rid of waste. Most people go to the toilet every day.

Usually I use the toilet at home but sometimes I may need to use the toilet at school. It is OK to use the toilet at school.

Some people feel anxious or worried about going to the toilet. It is OK to feel anxious or worried but I will try to remember that going to the toilet is natural and is a sign that my body is working well.

When it is time to use the toilet I need to remember to shut and lock the cubicle door. I need to pull down my trousers and underwear but I do not need to take any other clothes off. If I am at home I may take my other clothes off, if the door is locked and I feel I need to, but if I am using a toilet somewhere else I must keep my clothes on. If I need to do a ‘poo’ then I will need to sit on the toilet.

When I have finished on the toilet, I need to use wipes or toilet paper to clean my backside but I will try to remember not to use too much. I need to wipe my backside, from front to back, with wipes or toilet paper until it is clean. If I use wipes they need to go in a rubbish bin. If I use toilet paper I can put it in the toilet. Once my bottom is clean I can stand up, pull up my underwear and my trousers and flush the toilet.

Once I have flushed the toilet I will try to remember to wash my hands with both soap and water as that is how you get rid of the germs. After I have rubbed the soap all over my hands I will rinse it off. This will make sure that my hands are clean and do not have germs on them. Once I have washed my hands well, I need to dry them.

After washing and drying my hands I can leave the toilet. People who know me may feel pleased that I have used the toilet in a proper way and I can feel proud that I have cleaned myself well.