

St Bernadette's Catholic Primary School



Learn, Live, Believe

Toileting Policy

Policy Approved	14.3.24
Headteacher	Suzanne Williams
Chair of Governors	Paul Newbury
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Introduction:

This policy provides information and guidance about meeting children's toileting needs at St Bernadette's Primary School.

St Bernadette's Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. All staff that provide intimate care to children are fully trained at Level 2 in Safeguarding and are all DBS checked. Staff will work in partnership with parents/carers to provide continuity of care.

Aims and Objectives:

- To promote a positive dialogue between home and school and to implement an action plan in agreement with parents/carers, for pupils who need support
- To encourage children to develop their independent skills enabling them to access all areas of the curriculum and school activities
- To ensure necessary resources are identified and provided
- To identify the roles and responsibilities of staff
- To ensure children are treated with respect and sensitivity safeguarding their rights and well-being
- Children should be allowed to exercise choice where possible
- Children should be encouraged to change themselves when appropriate

Rationale:

It is good practice to establish a child's toileting needs on entry to school. Parents and carers have the key role to play in effective toilet training. Parents will be asked to supply a change of clothes in a bag to be kept on their peg. Parents will be asked about the child's home care and toileting needs. Where a child is still not toilet trained, it is expected that parents provide nappies/pull-ups and wipes.

Prior to starting school, parents will be invited to sign a consent form stating whether they wish staff to change their child or if they prefer to be informed and come into school themselves to change their child. All staff involved in changing a child will complete the changing record. Parents will be informed that this has happened when they collect their child at the end of the session.

Principles:

We believe that children with toileting needs should be admitted into the school with their cohort. These children have an educational entitlement irrespective of their difficulties with toileting. No child is excluded from participating in our school who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We signpost support for parents for toilet training e.g. school nurse, health visitor, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Within our school, we aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it. Where children are in pull-ups, and if/when appropriate, we will remind them to use the toilet.

It is not acceptable to refuse a child admission because he/she is not toilet trained. If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the Additional Learning Needs (Wales) Act 2018, and Additional Learning Needs (ALN) Code 2021 and Part IV of Disability Discrimination Act 1985.

Definition of Intimate Care:

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment and the soiled area as part of the staff member's duty of care.

Toileting Needs

Children may be anxious and preoccupied by toileting difficulties but usually respond to praise, encouragement and confidence building. It is important to promote self-esteem in other areas of learning, make little fuss over accidents that do occur and ensure that they are dealt with swiftly, appropriately, sympathetically and in a calm low-key way.

A member of staff known to the child, will oversee the changing of a child.

Children will be changed in an appropriate, discreet area

It is essential that the children's views and preferences are taken into consideration in the management of toileting needs. This includes consideration of non-verbal communication and visual cues. Staff involved in meeting toileting needs will endeavour to: -

Have a knowledge of and respect for any cultural or religious sensitivities related to aspects of personal care.

Speak to the child by name and ensure that they are aware of the focus of the activity.

Give explanations of what is happening in a straightforward and reassuring way.

Agree terminology for the body parts and bodily functions that will be used by staff and encourage children to use these terms appropriately.

Whenever possible it is recommended that:

Mobile children are changed standing up;

If this is not possible then they may be changed on a changing mat on the floor in an appropriate discreet area.

Changing Procedures for Early Years or children with a specific medical need:

- Children in nappies will only be changed with parent/carers signed consent
- Nappies, disposal bags and any cleaning agents will be provided by parents.
- If necessary, parents/carers will be contacted and asked to come to the school to change their child
- If a child soils themselves or become uncomfortably wet and signed consent has not been given for nappy changing, then parent/carers will be contacted to come to school to change their child
- If the parents/carers cannot be contacted and the child is obviously uncomfortable/distressed, the child will be encouraged to change themselves or if necessary will be changed by a member of staff

- We will endeavour to meet the needs of all children. If necessary, younger children will have nappies changed in the Nursery area. Our disabled toilet facilities will be used for older children. All staff have enhanced DBS clearance and may change nappies.
- If the child is distressed and/or is unable to be fully cleaned, then parents/carers will be contacted
- The changing area and mat will be cleaned before and after each use. This includes any soiled area
- Staff will wear disposable gloves and aprons when dealing with an incident.
- Remove the child's nappy or soiled underwear and use wipes to clean the affected areas
- Never leave a child unaccompanied on a changing mat.
- Double bag in nappy sacks and dispose of the used nappy in the outside bin and return all clothing, nappies and resources to appropriate locations. Soiled nappies will be double wrapped for disposal.
- Wash hands with warm water and soap.
- Wash the child's hands or support to do so independently.
- Document the time of the nappy change and inform parent/carer at the end of the session
- Staff will work closely with appropriate health care professionals if required.
- Staff will report any undue distress in a child, or other concerns such as marks, rashes or bruises, to the Designated Senior Person, according to school Child Protection procedures.

Incontinence:

If the school is approached by a parent/carer, we will carefully and sensitively ascertain whether the reason for the child not being continent is due to a disability and/or medical condition. If possible, we will also contact Health Care professionals for advice, where we have parental permission for this.

If the reason for the incontinence is due to a disability and/or medical condition, we will then: -

Recognise the child's needs

Develop an Individual Care Plan for the child.

The school has 'loco parentis'. It is part of all staff roles to meet the hygiene needs of children.

It is undesirable for a child to have to wait a period of time before they are changed.

We may liaise with the child's Health Visitor (where the child is under five) or the School Nurse (for over five's) and ALNCO for advice, and follow the normal referral procedures.

Child Protection:

The normal process of assisting with personal care, such as changing a nappy should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to supervise changing. DBS checks are rigorous and are carried out to ensure the safety of the child with staff employed in our school. However, Government guidance 'Keeping Learners Safe' recommends that staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken'.

If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated person for child protection as stated in the school's Safeguarding Policy

Sources of Help:

In dealing with issues surrounding toileting, we will first seek advice from the school's Additional Learning Needs Coordinator or SLT, who will contact the school nurse or health visitor depending on the age of the child.

Conclusion:

St Bernadette's Primary School is committed to inclusive practice. There is an expectation that staff and parents will work together to support children with toileting needs without impact on their access to education. Good practice and recommendations have been highlighted within this policy to protect the well-being of children, parents and staff and promote consistent good practice.

TOILET PROCEDURES AT ST BERNADETTE'S:

Class time/wet play:

- Staff to allow pupils to go to the toilet when needed and reminded when appropriate
- Staff to be vigilant until individual returns from the toilet to class.
- Y5/6 to use Y6 toilets
- Y2, 3, 4 to use boys/girls' toilets in Y3/4 corridor.
- Reception and Y1 to use Y1 toilets
- Nursery children to use Nursery toilets.
- Only one pupil to be allowed into a cubicle at one time.

Lunchtime and playtime procedures:

- All children in FP are encouraged to use the toilet before entering the lunch hall.
- Reception to use the Y1 toilets
- Y1 to use the Y1 toilets
- Y2 to use the Y3/4 boy/girls' toilets.
- KS2 - Y3,4 to use the Y3/4 toilets. Y5,6 to use the Y6 toilets

Break Time:

- Staff to be vigilant as to who has been sent to the toilet and to be aware of who has gone before allowing other children to be sent.

Staff will inform the appropriate class teachers if there have been any issues with using the toilet

Staff will inform the DSP or Deputy DSP if there are any safeguarding concerns