

SAXILBY CHURCH OF ENGLAND PRIMARY SCHOOL

TOILETING POLICY



1. Introduction

1.1 Saxilby C of E Primary School is committed to safeguarding and promoting the welfare of children. We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.

1.2 Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves, but which some are unable to do.

1.3 Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body or in supporting young girls who have started their periods. Pupils with disabilities may be unable to meet their own care needs for a variety of reasons and will require regular support.

1.4 The Local Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

1.5 We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

1.6 No child shall be attended to in a way that causes distress, embarrassment or pain.

1.7 Staff will work in close partnership with parents and carers to share information and provide continuity of care.

2. Expectations and 'Accidents'

2.1 It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this an increasing number of children with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.

2.2 In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to support any training programme requested by a child's GP and/or the school doctor or parent.

2.3 The Curriculum guidance for the Early Years Foundation Stage (EYFS) is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to "manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently".

3. Identification of needs

3.1 We work closely with parents/carers right from the beginning of their time in our school. Before a child begins in Reception we arrange for the key worker to visit the child and parent at home to discuss a range of things which enable us to have a smooth transition into our care and plan for the needs of the child. At this home visit toileting will be discussed, and any concerns raised will be responded to by the Special Educational Needs Co-ordinator and/or the Early Years Foundation Stage Leader.

2.2 We also can offer support to parents/carers who require help to toilet train their child, and referrals can be made to the Family Support Worker.

4. Permission

4.1 Permission to change a child if they have soiled themselves is sought as children enter the school and replies are kept on record. All staff are informed of those children where no permission is given. Where a child has continuing incontinence problems parents are expected to provide a complete set of spare clothes and 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes.

5. Changing

5.1 The staff have access to a private bathroom area (First Aid Room) with a toilet and hand basin with access to warm water, and also a shower. There is also a stock

of baby wipes, plastic bags and disposable protective gloves for staff to use. All staff are advised to use protective gloves when changing a child. If a child soils him/herself during school time, a member of staff will help/supervise the child:

- To remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents to take home.

5.2 At all times the member of staff will pay attention to the level of distress and comfort of the child. If the child is ill a member of staff will telephone the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

5.3 Our intention is that the child will never be left in soiled clothing. As soon as the member of staff responsible for him/her is aware of the situation, she/he will arrange for a member of staff to clean the child and support the child wherever possible to clean themselves.

6. Our Response

6.1 It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

7. Best Practice

7.1 The management of all children with intimate care needs will be carefully planned.

7.2 Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

7.3 There is careful communication with any parent of a child who requires intimate care in line to discuss needs and preferences.

7.4 Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities

7.5 Individual care plans will be drawn up for any pupil requiring regular intimate care

7.6 Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.

7.7 Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan

7.8 The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation

7.9 Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day.

7.10 This information should be treated as confidential and communicated in person, via telephone or by sealed letter

8. Child Protection

8.1 The Local Governing Body and staff of Saxilby C of E Primary recognise that disabled children are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

8.2 If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection.

8.3 If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

8.4 Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

8.5 If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Associated Policies:

Special Educational Needs Policy

Safeguarding and Child Protection Policy

Safer Recruitment Policy

Policy Review: January 2013

Next Review: November 2014