

# **St Oswald's C of E Primary School**



## **Toileting Policy & Guidance**

Policy: November 2017  
Next reviewed: November 2020

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## Toileting Policy and Guidance

### Aim of policy

All children at St Oswald's C of E Primary School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of school life. This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Supporting Children with Medical Needs policy.

St Oswald's C of E Primary School recognises that some children with SEN and other children's home circumstances may result in children arriving at school with under developed toilet training skills. The aim of this policy is to ensure that appropriate provision is made for such children.

St Oswald's is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

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

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

### Parental responsibility

Parents/carers should recognise that they are responsible for any training/changing routines for their child. School is not responsible for toilet training a child.

Prior to starting at St Oswald's Primary School prospective parents/carers will be reminded of the school's expectation that all pupils should be toilet trained before they start school. This policy will also be shared with parents during the induction before children start school.

If a child is not fully toilet trained before starting school, the parents/carers must inform the school. A meeting will then be arranged prior to a start date being given. The child's needs will be discussed and reasons for the child not being fully toilet trained will be recorded. Parents of children who have regular toileting accidents will be required to provide spare clothes (to be kept on their peg in the cloakroom)

Where a parent is aware of any concerns or issues around their child's toileting routine or any change, they should discuss the issues with the school.

### Intimate toileting care within School

If a member of staff is required to provide any form of intimate care for a child or support a child who is changing themselves, the staff member must not take any mobile device capable of taking digital images into the area being used for changing or have such a device on their person whilst in this area.

#### • ***Children who have diagnosed medical need or a relevant SEN need***

If a child soils him/herself during school time, a member of staff will help the child to:

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in their own clothes or those provided by the school

- Staff will double wrap soiled clothes in plastic bags and give to class teacher so that they are able to give to parents/carers to take home.

For children with disabilities or who are unable to be changed while standing up – there is a changing table in the disabled toilet in Reception. All other relevant equipment is also stored there – such as gloves, wipes etc

There is an expectation that medical documentation will be supplied by parents/carers in order for the school to complete an Intimate Health Care plan and provide assistance with intimate care.

With regards to the care of children who regularly soil themselves and their participation in school trips, the school recognises that day trips and residential visits enrich the learning experience for all pupils. To this end, the school would undertake a risk assessment for the individual child and facilitate their participation in school visits by inviting, where possible, a parent/carer to attend the trip or by using a suitable trained member of staff.

- ***Children who do not have diagnosed medical need or a relevant SEN need***

#### EYFS & Key Stage 1

If any child accidentally soils or wets, we will encourage the child to change themselves and, where necessary, change them, after seeking permission from a parent/carer. We will change children for odd 'accidents' but not routinely as part of day to day personal care, unless a specific medical need has been identified.

#### Key Stage 2

Any child that soils or wets will not be changed by any member of staff. However, we will provide a private secure room (such as the toilet opposite the Pastoral Mentors room) where the child may change on their own. We will supply clean clothes and a carrier bag for the child to place soiled clothes.

#### Our Approach

Should an accident occur, children are encouraged to do as much as they can for themselves, with appropriate adult support. Wipes are available for children to use and there are generally spare clothes kept at school. Where a child has continuing incontinence problems, parents are expected to provide sets of spare clothes. Communication routines will be established between home and school in order that parents are informed when a child has had to be changed and soiled clothes are returned home. Where the school has sent a child home in spare clothes, it is expected they will be returned to school after they have been washed.

If a child soils him/herself during school time, a member of staff will help the child by encouraging them to

- Remove their soiled clothes
- Clean their own bottom
- To dress in their own clothes or those provided by the school
- Staff will double wrap soiled clothes in plastic bags and give to class teacher so that they are able to give to parents/carers to take home at the end of the school day.

If a child is struggling to do any of the above or the child is distressed, a call will be made to parents to ask permission for staff to assist child to help clean themselves. Following this permission, a senior staff member should authorise the changing, ensuring safeguarding routines are adhered to. If it is impossible for a parent to be contacted and it is judged that the situation is serious enough to require the child to be changed for their own well being, this decision should be made by the Headteacher, Deputy Headteacher or senior staff member who is deputising for them in their absence.

If a child soils themselves more than once in a day, the parent/carers will be called because it is assumed the child is unwell.

In order to help the children to become aware of the bodily needs and respond to them in time, those who wish to go to the toilet are allowed to go, although they are encouraged as they progress through school to use the toilet during break and lunchtimes. The school undertakes to attempt and support any training programme

requested by a child's GP and/or the school nurse or parent. In the event a child is reluctant and refuse to visit the toilet, the parent/carer will be contacted to discuss any underlying issues.

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 encourage the child in his/her efforts to gain these skills.

Whenever possible, the existing toilet areas should be used. If these are inappropriate then a private, safe location will be chosen that protects the dignity of the child without compromising staff. Children will never be changed in educational, play or public areas, or in any location used for the preparation of food and drinks.