

# All Saints CE (VC) Primary School & Nursery



## Toileting Policy

Approved: September 2019

Review date: September 2021

## Introduction

All Saints Primary School & Nursery recognises a child's rights to inclusion regardless of their toileting needs. If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEN & Disability Act 2001 & part 1V of the Disability Discrimination Act 1995.

## Aims

We recognise children may:

- Still be acquiring toileting skills age appropriately.
- Have a developmental delay and will achieve independence in toileting later than their peer group.
- Have a disability or require special arrangements for toileting due to medical, emotional or social needs.

The 'Every Child Matters framework includes 'Enjoy and Achieve' as one of the five outcomes. Two of the aims are to:

- "be ready for school" and
- "achieve personal and social development and enjoy recreation".

Unique Child	Positive Relationships	Enabling Environments	Learning and Development
<b>1.2 Inclusive Practice</b> <b>1.4 Health and Wellbeing</b>	<b>2.2 Parents as Partners</b> <b>2.4 Key Person</b>	<b>3.4 The Wider Context</b>	

## Principles of the Policy

The Early Years Foundation Stage Curriculum includes Personal and Social and Emotional Development as a curriculum strand and specifies planning for "the development of independence skills, particularly for children who are highly dependent upon adult support for personal care." The Key Scales include reference to children being able to "dress and undress independently and manage their own personal hygiene." Therefore, children entering the Foundation Stage who have not achieved independent toileting skills will:

- not be discriminated against in relation to their admission to school
- be supported with their toileting needs to help develop concern for their own personal hygiene, independence and well-being

This policy sets out our procedures for handling children's differing toileting needs with dignity and kindness to ensure the needs of individual children are met and health and safety standards are maintained.

## **Procedures.**

### **A child is admitted to school who is not independent when toileting.**

The school acknowledges that this is a developmental or medical problem and will work with parents to establish a mutually acceptable care and changing plan, which is likely to cover the following points:

#### **Parents**

- Agreement with parents to ensure that the child is changed at the latest possible time before being brought to the school;
- Provision by parents of spare nappies and /or underwear and a change of clothing;
- Agreeing the procedures that will be followed when the child is changed at school including the use of any cleanser or the application of any cream;
- Agreement that parents inform the school should the child have any marks/rash;
- Agreeing how often the child should be routinely changed if the child is in school for the full day and who will be doing the changing;
- Agreeing to review the arrangements, in discussion with the school, should this be necessary.

#### **School**

- Agreeing to change the child should they soil themselves or become wet;
- Agreeing to report should the child be distressed, or if marks/rashes are seen;
- Agreeing to review arrangements should this be necessary;
- Understanding and agreeing the school procedures followed during changing;
- Agreeing how often the child should be routinely changed if the child is in school for the full day and who will be doing the changing;
- Agreeing to review the arrangements, in discussion with the school, should this be necessary.

### **A child who soils him/herself during the day**

#### **Parents**

- Need to be informed of the Toileting Policy and the procedure the school will follow when the child is changed at school;
- Supply a change of underwear and clothing if the incident is likely to be frequent;
- Agreement that parents inform the school should the child have any marks/rash;

#### **School**

- All EYFS staff are aware of parental requests with regard to toileting arrangements as all parents/carers inform the setting of their child's needs;
- All EYFS staff will undertake changing young children;

### **Procedure for Personal Care In School**

- All EYFS staff are aware of hygiene procedures and carry these out when changing the children.
- The adult will inform another member of the EYFS staff that they are going to change the child.
- The child's dignity and privacy are maintained at all times.
- Staff to be provided with disposable gloves (not latex); a disposable apron, disposable cloths to wash the child and nappy bags.
- Soiled underwear will be double wrapped and placed in the child's school bag for washing at home and parents informed at the end of the day.

- Soiled nappies to be double wrapped and disposed of in the waste disposal unit in the staff toilets.
- When changing a child the staff remain relaxed and encourage independence in young children at all times.
- Child to be encouraged to participate in the changing process as/if appropriate e.g. wiping themselves, pulling up their pants etc.
- Child to be washed (water only) if necessary and changed.
- Other clothing, if wet and soiled dealt with as agreed.
- Sets of spare clothes are kept for use in the classroom.
- Changing area to be cleaned after use.
- Hot water available to wash hands of both adult and child as soon as changing is done.
- Hot air dryer or paper towels available to dry hands.

Asking or telling parents to come and change their child (unless the parents have expressed a preference for this) or wanting an older sibling to change their sister/brother is likely to be a direct contravention of the Disability Discrimination Act. Leaving a child soiled could also be considered to be a form of abuse.

### **Child Protection / Safeguarding**

The normal process of assisting with personal care, should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to supervise the process to ensure that abuse does not take place. All staff appointed at All Saints have rigorous DRB checks which are carried out to ensure the safety of children and staff.

### **Partnership Working**

Issues around toileting can be discussed with the Foundation Stage staff during the admissions process. Parents of children starting in Reception are invited into school for a pre-admissions meeting. During these meetings parents are provided with opportunities to discuss any concerns they may have and the involvement of other agencies if necessary, e.g. Health Visitor, Inclusion Support Team. In some circumstances it may be appropriate to set up a home/school agreement.

### **If a child become distressed during the changing process**

- Talk the child through each step and reassure them that they will feel much better when they are clean.
- If the distress is such that it is difficult to continue then stop the changing process.
- If this results in a hygiene issue then parents should be contacted to explain the situation and an agreed course of action established.
- In any event a record must be made of distress, whether or not the changing was completed and parents informed as soon as possible.
- If there is any concern re child protection issues these should be dealt with in accordance with school safeguarding policy.

### **If any marks or redness are seen**

- If marks or redness are seen then this should be recorded and reported to the child's parents as soon as possible.
- If there are any child protection concerns these should be dealt with in accordance with the school safeguarding policy.

The policy should be read in conjunction with the Staffordshire Toileting policy..