



## **Ysgol Cefn Mawr**

### **Toileting Policy**

### *Learning Enjoying Achieving*

Ysgol Cefn Mawr CP 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.

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. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

The 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.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain. Staff will work in close partnership with parents and carers to share information and provide continuity of care.

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 and young people 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. When changing a child there will always be two members of staff present, and a record kept of any child needing intimate care. This record will include child's name, date, details of incident, action taken, and staff names who attended the child.

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 attempts to undertake any support and/or training programme requested by a child's GP and/or the school doctor or parent.

Where a child has continuing incontinence problems (i.e. past EYFP) parents are expected to continue to provide a complete set of spare clothes and 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes. Lower Foundation parents will be asked to complete a permission slip giving consent for staff to change the child. On entry, parents will also be asked to provide spare clothes to be left on the premises in case of any toileting accidents.

Staff have access to toilet facilities and a hand basin with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use, which they must do. If a child soils him/herself during school time, two members of staff will help the child:

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

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

Our intention is that the child will never be left in soiled clothing, but as soon as any member of staff responsible for him/her are aware of the situation, they will clean the child. The members of staff responsible will check the child regularly to ensure that he/she is clean before leaving to go home.

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

#### Our approach to best practice

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

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

There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. There is a sanitary bin provided in a cubicle in the Junior Girls' toilet.

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

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

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

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

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.

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

All pupil toilet facilities are checked on a regular basis by teaching assistants at the school. These checks are recorded on notices placed in each toilet block.

### Child Protection

The Governors and staff of Ysgol Cefn Mawr CP 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.

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.

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.

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.

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

This policy was reviewed by Sarah Ellis and adopted by the Wellbeing Safeguarding Committee on 4 November 2021

Signed \_\_\_\_\_ Head Teacher

Signed \_\_\_\_\_ Chair of Wellbeing Safeguarding  
Committee

Review date: November 2024

YSGOL CEFN MAWR

I give permission for members of staff at Ysgol Cefn Mawr to change my child if they wet or soil themselves.

Name of child: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

YSGOL CEFN MAWR

I give permission for members of staff at Ysgol Cefn Mawr to change my child if they wet or soil themselves.

Name of child: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Procedures for children requiring changes

- New Nursery parents sign permission slips to allow staff to change their child if they wet or soil themselves. Permission slips are passed to the Reception teacher when the children move on.
- Where children have additional toileting needs, the teacher has a verbal discussion with the parent and a strategy is agreed.
- When a child wets or soils themselves, the child is encouraged to do as much for themselves as possible. 2 staff members are in attendance when a child needs changing.
- When a child is changed by staff the incident is recorded in the class Toilet Book.