



*Be yourself, but be it very well.*

## **St Cuthbert's RC Primary**

### **Policy for Toileting**

**'The best interests of the child must be a top priority in all things that affect them.'**

*Article 3 of the United Nations Convention on the rights of the child*

#### **Introduction:**

At St Cuthbert's RC Primary School, we have a duty of care for all our children. It is important that children are happy and comfortable during the school day. Situations may arise where children require changing due to a toilet accident or activities such as wet play, or because of the weather. On these occasions children will be encouraged to change themselves, enabling them to build on their personal intimate care skills. However, there may be times when children will need some assistance in the changing process.

#### **Aims and Objectives:**

- To promote a healthy dialogue between home and school and to implement an action plan in agreement with parents for pupils who may require assistance with toileting
- To encourage children to develop their self-help skills enabling them to access all areas of the curriculum and school activities
- To identify the roles and responsibilities of staff
- To ensure children are treated with respect and sensitivity in such a way that their experience of intimate care is a positive one
- To encourage children to have a positive self-image of their own bodies

#### **Communication with parents:**

An informal discussion will take place during the initial parent's meetings in school to assess the child's independence skills. If it is necessary, a Medical Management Plan will be agreed with parents and parents will receive a copy.

#### **Staff Responsibilities:**

Children will change themselves or be changed if they soil themselves or become uncomfortably wet. Changing of children who have soiled themselves will be recorded on CPOMs, our in school electronic system which records incidents. Any visible marks, rashes or bruises will also be logged.

Parents will be contacted as soon as possible if it is felt that the child has had a toileting accident as a result of illness. Frequent reminders to visit the toilet will be given to younger children in school. Younger children have constant access to the toilets. Older children are expected, if at all possible, only to visit the toilets at designated break times. Toilets should be welcoming and children's concerns about the toilets will be listened to. Children should not wear pull-ups or nappies unless there is a medical condition or special need.

### **Safeguarding Children and Adults:**

Anyone caring for children, including teachers and other school staff, have a duty to care and act like any reasonable prudent parent. Staff have a duty to make sure that children are healthy and safe. Only staff employees will be allowed to change children. All staff have enhanced DBS certificates. All staff are familiar with this policy. Appropriate support and training will be provided as necessary. The duty of care extends to staff leading activities such as after-school clubs or off-site educational visits.

A risk assessment is carried out in relation to the toileting policy. Staff have the opportunity to raise any concerns.

### **Health and Safety:**

It is essential to maintain a high level of health and safety at St Cuthbert's to ensure the protection of both children and staff. All staff will wear disposable gloves and aprons whilst dealing with accidents, soiled clothing will be double wrapped in carrier bags. Soap and hot water is available to wash hands when the task is complete, hand dryers are available for drying hands. Once identified, children will not be left in soiled clothes for a length of time. The following steps will be taken to ensure the health and safety of both children and staff.

- Remove the child to a changing area ie designated toilet area or disabled toilet
- Alert another member of staff for safeguarding purposes
- Collect equipment and clothes
- Adult to wear gloves and apron
- Child to undress as appropriate and to clean themselves as much as possible with a wet-wipe under the guidance of an adult
- If the situation requires more than a wet-wipe, parents/carers will be contacted to collect the child
- If soiling occurs more than once in a school day, the parent or carer will be contacted to collect the child
- Soiled clothes will be double wrapped in carrier bags and given to the parent/carers on collection
- Children should dress themselves in clean clothing and be taken back to class unless they are collected and taken home
- The changing area to be cleaned and disinfected by the adult before returning to class

### **Sensitivity and Respect:**

Adults should at all times be aware of the children's feelings and reactions, and ensure their privacy and confidentiality. Clear instructions and explanations will be given to the children. Clean clothes, of the right size will be given to the children whenever possible. Some children are reluctant for adults outside of the family to change them. In this instance, special arrangements will be made for a family member to come in. Staff are aware that children develop at different rates and progress in toileting should be encouraged and praised. A child may have an Individual Education and Health Care Plan which outlines their needs in this area and the educational provision required to meet those needs. The plan will recommend a programme to develop skills in this area.

**Associated Policies:**

Child Protection within Safeguarding

Intimate Care

Health and Safety

This policy was agreed by *Governors* on: 15<sup>th</sup> November 2018

This Policy will be reviewed every 2 years, or earlier if required.