

St Patrick's Catholic Primary School and Nursery



Toileting Policy

Introduction

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

Aims and Objectives

- To promote a positive dialogue between home and school and to implement an action plan in agreement with parents/carers, for pupils who need toilet training
- To encourage children to develop their self help skills enabling them to access all areas of the curriculum and school activities
- To ensure necessary resources are identified and provided
- 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
- Children should be allowed to exercise choice where possible
- Children should be encouraged to have a positive self image of their own bodies

Communication with Parents

An informal discussion will take place during initial visits to assess children's independence skills. An action plan/ care plan (Appendix A) will be agreed with parents/carers on initial Nursery or Reception visits if their child is not toilet trained. Procedures in school for dealing with accidents will be clearly communicated with parents. Parents will receive a copy of Appendix B, detailing the changing incident.

Staff Responsibilities

Children will change themselves or be changed if they soil themselves or become uncomfortably wet. Changing of children will be recorded in a "Changing Folder". Visible marks, rashes and bruises will also be logged in the Changing record. Changing Folders are

located in the:

- Nursery Classroom.
- Reception Classroom.
- School Office.

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 children in Nursery. Reception and Nursery children have constant access to the toilets. Older children are expected to visit the toilet at designated break times only if at all possible. Toilets are clearly marked. Toilets should be welcoming and children's concerns about toilets will be listened to. All children will be encouraged to use the toilets and develop their self help skills. 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 parents. Staff have a duty to make sure children are healthy and safe. Only school employees will be allowed to change children. All staff will have an enhanced DBS certificate. All staff should be familiar with this policy. Appropriate support and training should be provided when necessary. The duty of care extends to staff leading activities off site such as educational visits. Toileting incidents must be recorded in a Changing Folder. Minimum information to be recorded is:

- Date and time.
- Name of child.
- The adult(s) in attendance.
- Nature of the incident.
- Action taken.
- Concerns or issues.
- Note about contacting parents / carers.

A risk assessment is carried out in relation to the toileting policy. Staff have the opportunity to raise their concerns and have these resolved.

Health and Safety

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

- Remove the child to a changing area i.e. designated toilet area. In the case of soiling,
- Nursery children will use the Nursery toilets; older children will use the disabled toilet facility.
- Alert another member of staff.
- Collect equipment and clothes.
- Adult to wear gloves and apron.

- Child to undress as appropriate and clean themselves as much as possible under the guidance of the adult.
- If the situation requires more than a wet-wipe, parents/carers will be contacted to establish if they could arrange collection of the child.
- Soiled clothes to be double wrapped in carrier bags and given to parents/carers when the child is collected, together with a note detailing action taken (Appendix B).
- Children should dress themselves in clean clothing and be taken back to class unless they are collected and taken home.
- 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 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. Some children are reluctant for adults outside of their family to care for them. In this instance, special arrangements will be made for family members to come in. Staff need to be aware that children develop at different rates and progress needs to be encouraged and praised. Supporting Children identified with SEN Some children may have a statement of special educational needs before entering school. The statement will outline the child’s needs and objectives and the educational provision to meet these needs and objectives. The statement will identify delayed self help skills and recommend a programme to develop these skills.

This Policy was agreed by Governors on:

It will be reviewed every 2 years

Chair of Govs:Headteacher:

Date: Date:

Care Plan for Toileting/ Nappy Changing

Name of child:

Class:

Who will change the child:

Where will changing take place:

What resources will be used; cleaning agents/ creams etc. (provided by the parents):

Signed:

Parent/ carer.....

Key Worker.....

Nappy Changing/ Toileting Diary

Name of child	
Date Time Wet/ Soiled	
Adult in attendance	
Action taken and Comments (including visible marks, rashes, etc.)	
Parents contacted	

St Patrick's Catholic Primary School and Nursery

Dear Parent/ Carer

We would like to inform you that your child had a toileting incident today.

- Your child was given resources to clean themselves.

- Your child was given clean clothes.

- Your child's soiled clothes were placed in a double wrapped carrier bag.

Date..... Location.....

Signed..... (Staff member in attendance)

We would be grateful if you could return the items of clothing (washed) that were lent to your child

as soon as possible. **Thank you.**

Adopted by full governing body: June 2015

Signed:

Signed:

To be reviewed every year. Next Review date: March 2016