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Written by:	Assistant Head Teacher – Miss Wilcox

School aims and values which guide this policy:

- We work together to make learning purposeful and rewarding
- Learners will develop independence to achieve their full potential
- We are a caring community that promotes respect for self, others and our environment
- We create a supportive learning environment that develops confidence

Terms:**Introduction:**

This policy provides information and guidance about meeting children's toileting needs for staff at Parkfield School. It is relevant for all adults working with young children who are acquiring toileting skills.

Parkfield School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

Aims:

- Ensure the dignity and welfare of the child is paramount
- Ensure that all children are able to attend school, regardless of their toileting needs.
- Provide staff with procedures to support children in their toileting needs.
- Assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- Safeguard the rights and well-being of the children.
- Reassure and protect the interests of staff working in a personal care capacity.

Rationale:

It is good practice to establish a child's toileting needs on entry to school. Transition arrangements offer an opportunity to support parents in establishing toilet training if this is appropriate to the child's developmental level. Parents and carers have a key role to play in effective toilet training. All parents are invited to a meeting with the staff as their child starts school during which time toileting issues will be discussed. All parents will be asked to supply a change of clothes in a bag to be kept on their peg.

Prior to starting EYFS parents will be invited to sign a consent form stating whether they wish staff to change their child or if they prefer to be informed and come into school themselves to change their child.

All staff involved in changing a child will complete the 'Toileting Book' when a child has been changed due to a soiling incident. Parents will be informed that this has happened and asked to sign the book when they collect their child at the end of the day.

Principles:

We believe that children with toileting needs should be admitted into EYFS classes with their cohort. These children have an educational entitlement irrespective of their difficulties with toileting. It is not acceptable to deny, delay or reduce attendance in our EYFS setting simply because a child has special toilet requirements.

Under the published criteria for primary school admissions, the only reason a pupil can be refused admission to a school is that they have reached their admission number. It is not acceptable to refuse a child admission because he/she is not toilet trained, where the published admission has not been reached. Nor is it acceptable to offer a child a different placement to another child because he/she is not toilet trained. For instance, if the normal placement is full time then a child should not be offered a reduced placement for this reason alone. If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEN and Disability Act 2001 and Part IV of Disability Discrimination Act 1985.

Resources and Facilities:

Children will be changed in the toilet in the EYFS/Year 1 corridor. Children will not be changed in educational, play or public areas, or any location used for the preparation of food or drink.

Facilities consist of:

- Sink, taps and hot and cold running water.
- Non-latex gloves and disposable aprons should be worn each time a child is changed.
- Wet wipes will be used for cleaning the body.
- Aprons, wet wipes and gloves will be stored in the medical room.

Definition of Intimate Care:

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care.

Toileting Accidents:

Children may be anxious and preoccupied by toileting difficulties but usually respond to praise, encouragement and confidence building. It is important to promote self-esteem in other areas of learning, make little fuss over accidents that do occur and ensure that they are dealt with swiftly, appropriately, sympathetically and in a calm low key way.

The child's designated key person or other available adult will oversee the training/changing of a child.

Whenever possible it is recommended that:

- Mobile children are changed standing up;

- If this is not possible then they may be changed on a changing mat on the floor in either of the designated areas.

Changing Nappies:

It may be possible that a child will join EYFS at Parkfield School and still requiring nappies or 'pull-ups'. Parents have to provide their own nappies or pull-ups. This will be recorded in the same way as a toileting accident.

Incontinence:

If the school is approached by a parent/carer, we will carefully and sensitively ascertain whether the reason for the child not being continent is due to a disability and/or medical condition. If possible we will also contact Health Care professionals for advice, where we have parental permission for this.

If the reason for the incontinence is due to a disability and/or medical condition, we will then:-

- Recognise the child's needs at Early Years Action
- Develop an Individual Toilet Protocol for the child. (Intimate Care Plan)
- Decide who will implement the protocol. (The school has 'loco parentis' and will ensure that we have suitably qualified staff in the Early Years. It is part of all staff roles within EYFS to meet the hygiene needs of children.)
- It is undesirable for school to ask a parent/carer to come to school to change a child, or for a child to have to wait a period of time before they are changed.
- We may liaise with the child's Health Visitor (where the child is under five) or the School Nurse (for over five's) and SENCO for advice, and follow the normal referral procedures.

Child Protection:

The normal process of assisting with personal care, such as, changing a nappy should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. DBS checks are rigorous and are carried out to ensure the safety of child with staff employed in our school.

Section 18 in the Government guidance 'Safe Practice in Education' states that: 'Staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken'.

It is recommended that the adult who is going to change the child informs the teacher or another teacher within EYFS or KS1 that they are going to do this. There is no written legal requirement that two adults must be present.

If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated person for child protection.

Children's Views:

It is essential that the children's views and preferences are taken into consideration in the management of toileting needs. This includes consideration of non-verbal communication and visual cues. Staff involved in meeting toileting needs will endeavour to:-

- Respect a child's preference for sequence of care.
- Have a knowledge of and respect for any cultural or religious sensitivities related to aspects of personal care.
- Speak to the child by name and ensure that they are aware of the focus of the activity.
- Give explanations of what is happening in a straightforward and reassuring way.
- Agree terminology for the body parts and bodily functions that will be used by staff and encourage children to use these terms appropriately.

Sources of Help:

In dealing with issues surrounding toileting, we will first seek advice from the school nurse or health visitor depending on the age of the child. In addition, advice can be sought from the school's Special Educational Needs Co-Ordinator and School Navigator.

Conclusion:

Parkfield School is committed to inclusive practise at Parkfield. There is an expectation that staff and parents will work together to support children with toileting needs without impact on their access to education. Good practice and recommendations have been highlighted within this policy to protect the well-being of children, parents and staff and promote consistent good practice.