



## **ALDERMAN JACOBS PRIMARY SCHOOL (ACADEMY TRUST)**

### **PUPIL TOILETING POLICY**

#### **Aims**

Alderman Jacobs School and Pre-school recognises that some children with SEN and other children's home circumstances may result in children arriving at school with under developed toilet training skills. The aim of this policy is to ensure that appropriate provision is made for such children. This policy also aims to clarify Alderman Jacobs School and Pre-school position on toileting needs in children who have no SEN needs and who soil regularly within the school day.

#### **Legislation and Guidance**

SEN & Disability Act 2001

Disability Discrimination Act 1995

Keeping Children Safe in Education 2016 by virtue of the section 175(2) of the Education Act 2002

This policy complies with our funding agreement and articles of association.

#### **Roles and Responsibilities**

Alderman Jacobs School and Pre-school are 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.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

Implementation of the policy is the responsibility of the Headteacher and the Governors. Verbal feedback will include evaluative feedback from pupils, as well as teaching and support staff. There will be an on-going opportunity for staff to discuss with the Headteacher any issue regarding the Toileting policy concerns them.

#### **Definitions**

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.

## **SEN and Inclusion**

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 and part 1V of the Disability Discrimination act 1995.

## **Toileting and the Foundation Stage Profile**

Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to 'Manage their own basic hygiene and personal needs, including dressing, going to the toilet'.

## **Intimate Care in Key Stage 1 and Key Stage 2**

Pre-School - There is an expectation that medical documentation will be supplied by parents/carers in order for the school to provide assistance with intimate care. Parents/carers whose children regularly soil themselves will be required to fill in and sign the 'Permission for Alderman Jacobs School and Pre-school to provide intimate care' (Appendix 1) Intimate Care Form"). A Care Plan will be formulated in conjunction with a school nurse.

Key Stage 1 - if a child accidentally soils or wets, we will encourage the child to change themselves and where necessary change them, after seeking permission from a parent/carer. We will change children for odd 'accidents' but not routinely as part of day to day personal care.

Key Stage 2 - Any child that soils or wet will not be changed by any member of staff. However, we will provide a private secure room (such as our separate toilet next to the welfare room) where the child may change on their own. We will supply clean clothes (to the best of our ability out of the 'spares box') and a carrier bag.

## **Parental responsibility**

Prior to starting at Alderman Jacobs School prospective parents/carers will be reminded of the school's expectation that pupils should be toilet trained before they start school. It will also include a sharing of this policy during school home visits as well as during parents' induction meetings in school. If a child is not fully toilet trained before starting school, the parents/carers must inform the school. A meeting will then be arranged prior to a start date being given. The child's needs will be discussed and reasons for the child not being fully toilet trained will be recorded. Parents of children who have regular toileting accidents will be required to provide spare clothes (to be kept on their peg in the cloakroom).

In Pre-School, Practitioners will communicate with parents before their children start and support their ongoing toileting needs as well as the toilet training process, although this will be led by the parents.

Parents/carers should make every effort to come to school to change their child, and should bring a clean set of clothing.

It is essential that parents/cares recognise they are responsible for any training/changing routines for their child. School is not responsible for toilet training a child.

Where a parent is aware of any concerns or issues around their child's toileting routine at any age, they should discuss the issues with the school and if necessary work together with the school nurse to formulate a care plan.

### **Staff responsibilities with children who have a special educational and/or a diagnosed medical need**

The assistant will help with intimate care. There is also a stock of plastic bags and disposable protective gloves for staff to use, which they must. If a child soils him/herself during school time, the assistant may call on another assistant for support if available to:

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents/carers to take home

There is an expectation that medical documentation will be supplied by parents/carers in order for the school to provide assistance with intimate care. Parents/carers whose children regularly soil themselves will be required to fill in and sign the 'Permission for Alderman Jacobs School and Pre-school to provide intimate care' (Appendix 1) Intimate Care Form"). A Care Plan will be formulated in conjunction with a school nurse.

With regard to the care of children who regularly soil themselves and their participation in school trips the school recognise that day trips and residential visits enrich the learning experience for all pupils. To this end the school would undertake a risk assessment for the individual child and facilitate their participation in school visits by inviting, where possible, a parent/carer to attend the trip or by using the school welfare assistant or another suitably trained member of staff.

In the event of a child needing to be changed on a rare occasion, one member of staff will support if a child needs to be changed. Staff are not permitted to change a child alone. In order to ensure we safeguard our staff and comply with Safeguarding procedures the member of staff will notify a colleague that this happening and won't be 'locked' in a room with a pupil. Where an intimate care (in the case of a toilet 'accident') then parents/carers will be required to attend school urgently.

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 allowed to go, although if a pupil has soiled themselves and we are unable to clean with wipes we will request that a parent/carer collect and shower them before returning to school. Pupils are encouraged as they progress through the school to use the toilet during break and lunch times. The school undertakes to attempt and support any training programme requested by a child's GP and/or the school nurse or parent.

### **Pre-School age children**

Children who are in nappies can be changed on our changing mat. Disposable gloves and aprons should be used, a facial mask if deemed necessary or appropriate by the adult. All equipment will be regularly replenished by the School Resource Manager. *Pre-School have a designated changing area in their toilets.*

Pre-School makes a written record of each time a child is changed in the Pre-School log book and this is signed by two members of staff.

**This applies to all of school:**

If the shower area is used, the cleaners will be advised and the area will be cleaned accordingly. The child's personal towel will be used to dry them located in their kit bag. The child's soiled clothing will be sealed in a bag and the parent/carer advised to replenish kit bag. A changing table is available for children with particular disabilities.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill, a member of staff will telephone the parent/carer.

In the event a child is reluctant and refuses to visit the toilet, the parent/carer will be contacted to discuss any underlying issues.

Our intention is that the child will never be left in soiled clothing, and as soon as the member of staff responsible for him/her is aware of the situation, she/he will clean the child or telephone the parent/carer/ The member of staff responsible will check the child regularly to ensure that he/she is clean before leaving to go home.

It is only intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavour's to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively encourage the child in his/her efforts to gain these skills.

**Links to other policies:**

Safeguarding and child protection policy  
SEND Provision and Inclusive Education policy

Statutory/Non-Statutory							
Created		Ratified		Review Frequency	Next Review Date	Signed by	
By	Date	By	Date			Head	Chair
Gillian McCutcheon	Summer 2021	Achievement Committee	21 <sup>st</sup> April 2021	3 Years	Summer 2024	<i>Cathy Carlisle</i>	<i>William</i>



### Permission for Alderman Jacobs School to provide Intimate Care

Alderman Jacobs School encourages children to have completed toilet training, yet we also understand that accidents sometimes occur. We request an extra set of clothing to be present at all times (to be kept on their peg in the cloakroom). Should a toileting accident occur, adults will make your child's clean clothes available to them.

Child's Last Name	
Child's First Name	
Male/Female	
Date of birth	
Parent/Carer's name	
Address	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care.

Signature..... Date.....