



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

### **PUPIL TOILETING POLICY**

#### **Aims**

Alderman Jacobs School and Preschool recognises that some children with SEN and other children's home circumstances may result in children arriving at school with underdeveloped 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 Preschool 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 Preschool 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 ongoing opportunity for staff to discuss with the Headteacher any issue regarding the Toileting policy that concerns them.

#### **Definitions**

Intimate care is defined as any task that involves the dressing and undressing, washing (including intimate parts), helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

#### **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**

PreSchool - There is an expectation that parents will have signed on their original application form to indicate that they agree to personal care routines being carried out.

Key Stage 1 - If a child accidentally soils or wets, we will encourage the child to change themselves and assist where necessary using verbal prompts. We will change children for odd 'accidents' but not routinely as part of day to day personal care. Parents/carers whose children regularly soil themselves will be required to fill in and sign the 'Permission for Alderman Jacobs School to provide intimate care' (Appendix 1) Intimate Care Form. A Care Plan will be formulated in conjunction with home and SENDCO.

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 an accessible toilet 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. Parents/carers whose children regularly soil themselves will be required to contact the SENDCO to discuss this.

### **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 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 Preschool 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.

In key stages 1 and 2, parents/carers should make every effort to come to school to change their child when required, and should bring a clean set of clothing.

It is essential that parents/carers 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 SENDCO 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 which staff must use. 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
- Place 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 to provide intimate care' (Appendix 1) Intimate Care Form). A Care Plan will be formulated in conjunction with a school SENDCO.

With regard to the care of children who regularly soil themselves and their participation in school trips, the school recognises 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 a suitably trained member of staff.

In the event of a child needing to be changed on a rare occasion, two members of staff will support the child. 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 is happening and won't be 'locked' in a room with a pupil. Where an intimate care (in the case of a toilet 'accident') requires the support of parents/carers, they will be asked 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. 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.

### **Preschool age children**

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

Preschool makes a written record of each time a child is changed in the 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, located in their kit bag, will be used to dry them. The child's soiled clothing will be sealed in a bag and the parent/carer advised to replenish the 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 and support as necessary.

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 intended that the child will not experience any negative disciplining, instead positive encouragement and praise for his/her efforts 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 |             |                      |             |                  |                  |   |   |
|-------------------------|-------------|----------------------|-------------|------------------|------------------|---|---|
| Updated                 |             | Ratified             |             | Review Frequency | Next Review Date | Signed by   |   |
| By                      | Date        | By                   | Date        |                  |                  | Head  | Chair   |
| Kirsty White            | Summer 2024 | Local Governing Body | 1 July 2024 | 4 Years          | Summer 2028      |  |  |

**Appendix 1**



**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.

|                     |  |
|---------------------|--|
| Name                |  |
| 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 and toileting.

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

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