



Upton St Leonards C of E Primary School

Intimate Care and Toileting Policy

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Introduction

The school aims to provide an inclusive learning environment that supports children with a wide range of needs. The school recognises that the vast majority of children are appropriately toilet trained and able to manage their own needs competently before they start school. Some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the pupil, or as a result of disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm.

This policy:

- Recognises the importance of working in partnership with parents /carers.
- Sets out the principles of good practice.
- Clarifies the implications of the Special Educational Needs and Disability Discrimination Acts.
- Sets guidance for all children including those with special educational needs and disabilities.
- Emphasises the employer's duty to safeguard the health and safety of pupils and staff.
- Provides Child Protection advice.
- Raises awareness of the need to protect the dignity of the child.
- Sets out the procedure to follow when supporting children who have wet or soiled themselves.

Partnership with Parents and Carers

Open and supportive communication with parents (including carers) is fundamental to planning for and meeting children's toileting needs effectively and sensitively. Many parents feel anxious that their child is not able to use the toilet independently and may have already experienced some difficulties with toilet training and/ or experienced negative attitudes from others towards the issue. For some children their toileting needs may be relatively short term and related to initial toilet training, whereas others may require a long term toileting programme. Parents will need to feel confident that the setting is able to support the child's toileting needs and is positive about doing so, and should be encouraged to be open about, and able to, discuss any concerns in this area.

Partnership with Pupils

The active involvement of the child in their toileting programme is vital to make sure they have ownership and understanding of their targets.

Principles of Good Practice

At Upton St Leonards C of E Primary School we respect our learners and encourage them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

Treated as individuals

Involved with and consulted about the personal care as far as they are able

Provided with consistency of care as far as possible

Have their right to safety, dignity and privacy respected

School Responsibilities

We will work with parents /carers to promote toilet training, unless there are medical reasons why this is not appropriate. The school will facilitate and adopt consistent approaches at home and at school and recognises the importance of partnership with parents.

Where learners are not able to be fully continent, we will ensure that a Care Plan is written to ensure their needs are clarified and met. The learner will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change. Care plans will be written with the aim of working towards maximum independence for the child with toileting.

School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with parents /carers. This act of care would be reported to a senior member of the school staff and to the parents /carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken

into account. Learners who need assistance with toilet training or special toileting arrangements will be treated with respect, dignity and sensitivity.

School will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

School will work with the learner to promote positive self-esteem, body image and independence with self-care as far as is appropriate and practical.

School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

School will act according to the safeguarding policy and procedures if there are any concerns for the learner's wellbeing. School staff will be provided with access to appropriate resources and facilities and be supported by clear plans, policy guidelines and training. All staff supporting pupils with toileting difficulties will receive appropriate information and specific training as required.

The Headteacher, Governors, Senior Management Team and Senior Leadership Team are aware of their duties to comply with the SEN and Disability Discrimination Acts, detailed below.

The school's DSL (Designated Safeguarding Lead) will consult the Social Worker whenever planning toilet training or special toileting arrangements for children on the Child Protection Register or whenever any Social Care teams are involved.

The school will alert the Educational Welfare Officer if any school attendance difficulties develop as a consequence of toileting concerns.

Definition of Disability in the Disability Discrimination Act (DDA)

The DDA provides protection for anyone who has a physical, sensory or mental impairment or medical condition that has an adverse effect on his /her ability to carry out normal day –to- day activities. The effect must be substantial and long-term. It is clear therefore that anyone with a named condition that affects their personal development must not be discriminated against. It is also unacceptable to refuse admission to other children who are delayed in achieving continence. Delayed continence is not necessarily linked with learning difficulties. However, children with global developmental delay, which may not have been identified by the time they enter school, are likely to be late achieving independence with toileting. The school recognises that some children may never achieve independence with toileting.

Guidance on Starting School

The school acknowledges that children will enter the reception classes with differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to. Staff will ask all parents /carers in reception classes to provide the school with a change of pants/ socks /trousers etc in case of accidents. These will be kept in P.E. bags in the cloakroom next to the toilets.

Additionally, there may be occasions throughout KS1 and KS2 where a child may soil themselves, for example, through illness and the same approach should be used although the expectation is that there will be less necessity for practical support from staff.

Children and staff have access to a bathroom area with toilets and hand basins with free access to warm water and soap. There is also a stock of wet wipes, plastic bags, disposable aprons and gloves and spare children's clothes for staff to use, and this is kept in the cloakroom near to the toilets. If a child soils him /herself during the school day, **one** member of staff (teaching assistant, midday supervisor, breakfast club staff, Upton Lates staff) will help the child:

- Remove any soiled clothes
- Clean skin (this may include bottom, genitalia, legs, feet)
- Dress in the child's own spare clothes or those provided by the school
- Wrap soiled clothes in plastic bags and give to parents to take home.

At all times the member of staff will pay attention to the level of distress and comfort of the child. Initially staff will try to support children verbally by 'talking through' what to do through use of clear, simple instructions. However, if a child is unable to adequately clean or change themselves independently, staff will then give practical support. Occasionally, in extreme cases where a child has heavily soiled themselves, for example, due to illness, it may be necessary for two members of staff to help the child. If the child is ill the member of staff, after consultation with the class teacher, will telephone the parent /carer.

The intention is that no child will ever be left in soiled clothing, and as soon as staff are made aware of the situation, they will support the child to get clean and change into dry clothes. Staff will give children positive encouragement and praise for their endeavours to master this necessary skill. It is our intention to avoid drawing attention to such events. In the event a child is reluctant and finally refuses help to be cleaned and dressed in dry clothes the parents /carers will be contacted immediately.

Children with toileting difficulties should be admitted into reception classes with their peers in the same way as any other child. At this stage it is not possible to assume that failure to achieve independence with toileting is in itself an indication of special educational needs. However, there are some children who enter reception with special educational needs and /or medical conditions, which indicate the need for special toileting arrangements or toilet training. These children fall within the terms of the SEN and Disability Discrimination Acts and the school setting must take 'reasonable steps' to support them.

Education providers have an obligation to meet the needs of children and young people with delayed personal development in the same way they would meet the individual needs of children with delayed language, or any other form of delayed development. The school supports this by ensuring that children are not excluded from normal school activities solely because of incontinence.

Admission of new pupils is not dependent on a blanket standard of continence being achieved. The school recognises that this is discriminatory and therefore unlawful under the Act. All such issues will be dealt with on an individual basis, and the school will make reasonable adjustments to meet the needs of each child, which will be co-ordinated by the SENCo.

Demonstrating Good Practice for Additional Intimate Care or Toileting Needs

Before a child with additional toileting needs begins attendance, the school will:

- Gather information from parents, child and any professionals involved
- Establish effective partnerships with parents /carers, child and any professionals involved

- Focus on health and safety implications and determine whether a risk assessment is required
- Decide, on consultation with parents /carers, whether further advice needs to be sought from Health or Children's Services
- Arrange for any specialist advice, training, resources to be in place before the child begins attendance
- Agree a plan with parents /carers and child and make a written record of your agreement
- Make sure that all staff are informed and clear about their responsibilities

The school will monitor and review the plan regularly to ensure it is still appropriate and meeting the changing needs of the child. The school will also discuss the level of independence with toileting before a child starts school. However, it is not acceptable to deny, delay or reduce a child's attendance at school because of toileting requirements. The school will agree a plan which will work towards maximum independence and support the child's attendance in school. This will be co-ordinated by the SENCo and facilitated by the staff working within the child's year group team.

If a child is not able to use the toilet independently on-entry, the school will find a suitable variation on the following procedures to address the difficulty.

- The school will gather as much information as possible from the parents /carers and child. For example, How have they tried to introduce toilet training at home? What happens at home? Has the child any regular routines or daily patterns which could inform the routine set up by the school? Have the parents /carers noticed any particular difficulties or phobias which the school should be aware of? Can the parents /carers suggest a strategy or procedure for dealing with the problem?
- An appropriate toileting programme will be developed through discussion and agreed so that the child, parents /carers and staff are aware of their roles and responsibilities. The plan will have regular monitoring and review arrangements. The plan will give careful consideration to choosing which adults should be involved in toileting care to support the emotional well-being of the child. The school will give a written copy of the care plan to the parents /carers.
- Clothes provided by home need to be easy for the child to pull up and down. Wherever possible it is better to train the child with appropriate clothing rather than continuing to rely on a nappy /pad or training pants.
- **No child will knowingly be left wet or dirty for a parent /carer to change later- see Appendix A.**
- It is not reasonable to expect parents or carers to be on emergency standby to change children during the day.
- Staff will ask parents /carers of children with a toileting or intimate care plan for a couple of changes of clothes /wet wipes /nappies /pads /training pants.
- Staff will ensure wet or soiled clothing is stored in a plastic bag. It is the responsibility of parents /carers to deal with wet /soiled clothing. Staff will liaise accordingly and make the necessary arrangements at an appropriate time (e.g. end of day) in a discrete manner to ensure the child's well-being is maintained.
- The school will organise for a member of staff familiar with the child to take on the responsibility of taking the child to the toilet at fixed, appropriate intervals throughout the day. Careful observations and discussions with the child may identify when the child 'needs to go'.

- The school will ensure that the routine established in school is strictly maintained from the start and will endeavour to pre-empt and avoid accidents. If necessary staff will shorten the period of time between visits to the toilet so that the child gets in the habit of being dry.
- Children may be anxious and pre-occupied by toilet difficulties but usually respond to praise, encouragement and confidence building. The school recognises the importance of promoting self-esteem in all areas of school life.
- Drinking water is easily accessible for all children and they are encouraged to drink 'little and often'.
- Reminders to use the toilet will be discreet and staff may consider the use of signs, pictures or code words.
- Staff will make little fuss over accidents that do occur and will ensure that they are dealt with swiftly, appropriately, sympathetically and in a calm, low-key way. Praise will be given when children remember to go to the toilet independently.
- After a period of training it may be sufficient to remind the child to go to the toilet independently. Staff will be positive and patient and praise the child for their efforts.
- The school recognises the importance to anticipate toileting needs for these pupils before planning off-site activities. Children will not be excluded from off-site activities because of their toileting needs.

Where difficulties persist, the school will consider the possibility of more complex needs and after discussion and agreement from parents will seek further guidance and support from other professionals.

Children with Special Educational Needs and Disabilities

In addition to the good practice guidance described above the school may consider:

- In consultation with parents /carers, for Health Service staff to provide any relevant medical information, training and advice.
- It to be appropriate to consult the Advisory Teacher Service to provide guidance and assistance with risk assessments.
- The accessibility of specialist equipment through a physiotherapist or occupational therapist.

Child Protection

Child protection and multi-agency child protection procedures will be adhered to at all times. All members of staff carrying out intimate care procedures have enhanced DBS. It is not appropriate for students or volunteers to carry out intimate care procedures. If a child makes an allegation about a member of staff, this will be investigated in accordance with our safeguarding policy.

All incidents of wetting /soiling will be recorded in a toileting record folder kept in each year group-see appendix B.

This will allow staff to monitor and detect any patterns in wetting /soiling of individuals and will enable staff to offer specific advice and /or support where necessary.

Appendix A

Protocol for supporting a child who has wet or soiled themselves

In line with the school's 'Intimate Care and Toileting Policy' the following protocol is to be implemented when dealing with a child who has wet or soiled themselves.

PLEASE REMEMBER...

- **The child is not to be left wet or dirty for a parent /carer to change later.**
 - **It is not reasonable to expect parents /carers to be on emergency standby to change children during the school day.**
 - **Policy states that only 1 member of staff is needed to carry out the change of wet /soiled clothing. However, school is happy to support a 2 person approach to safeguard staff if necessary.**
1. The child is to be asked to go into the nearest toilet area.
 2. Inform another member of staff of the incident you are about to support if possible.
 3. Use disposable non-powdered vinyl gloves and a disposable plastic apron. Goggles should be available for use if there is a risk of splashing to the face.
 4. If needed ask someone to clear up any spilled bodily fluids and make the area safe for other children.
 5. Ask the child which items of clean clothing they require and ask them to remove their wet /soiled items in a toilet cubicle.
 6. If upon assessing the situation it is felt that the child would benefit from a shower, or illness is suspected, then parents /carers are to be telephoned to take the child home.
 7. Assist the child with cleaning themselves and dressing if they are not able to do this for themselves, while promoting independence and maintaining dignity at every opportunity.
 8. Any wet /soiled items are to be placed in a plastic bag and made ready to go home with the child.
 9. Parents are to be informed in a discrete and sensitive manner that again promotes and maintains the dignity and well-being of the child.
 10. If a child soils or wets themselves several times in a day, it is appropriate to telephone the parents /carers and discuss this to ascertain any potentially related issues that the school needs to be aware of, and may be able to further support the child and /or family with further.
 11. Once staff have finished supporting a child to change, the incident is to be recorded in a toileting record folder held in each Year Group unit- see Appendix B.
 12. The school site manager and /or caretaking team need to be informed if any areas have been contaminated by bodily fluids.

