



Toileting Policy

Introduction

Intake Farm Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner.

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 will work in partnership with parents/carers to provide continuity of care.

Terminology

Intimate care (NSPCC definition) is a term used to describe activities involved in meeting the personal care needs of a child. It includes providing care which requires direct or indirect contact with, or exposure of, private parts of the body, such as:

- changing nappies, underwear, continence pads or sanitary wear
- helping a child use the toilet
- bathing, showering or washing
- providing some forms of specialist medical care (such as inserting suppositories or pessaries)

It can also involve other forms of physical care, sometimes referred to as 'personal care', including:

- feeding
- changing outer layers of clothing
- applying or administering external or oral medication
- hair care
- washing non-intimate body parts
- prompting children to go to the toilet

Aims and Objectives

- To provide guidance and reassurance to staff and parents/carers
- To safeguard the dignity, rights and wellbeing of children
- To assure parents that staff are knowledgeable about intimate care and that their needs and concerns are considered

Partnership with Parents

Parents and carers have a key role to play in supporting effective toilet training and ensuring that procedures are in place to support a child needing intimate care. Parents might feel anxious and responsible when their child has not yet achieved this developmental stage. It is important to build up their confidence especially if they have already experienced difficulties in trying to toilet train their child. Where a pupil is known to have personal care needs, then a Multi-Agency Meeting should be held before a child begins attending school so that such information can be discussed with parents before entry. Individual Education Plans (IEPs), Education Health and Care Plans, Health Plans, Pupil Profiles and any other documents may be used to identify the support of intimate care where appropriate. Children and young people have a right to be involved in the planning of their own health care needs whenever possible. Prior permission must be obtained from parents before intimate care procedures are carried out. (See appendix A)

Parental Responsibility

- To endeavour to ensure that their child is continent before admission to nursery/school (unless the child has additional needs)
- To toilet train their child. It is not the responsibility of school
- To discuss any specific concerns with staff about their child's toileting needs
- To inform the school if a child is not fully toilet trained before starting school, after which a meeting will then be arranged to discuss the child's needs
- To accept that if required, parents and carers make every effort to come to school as soon as possible when contacted
- To be responsible for supplying nappies and wipes and spare clothes in a plastic bag which will be kept in school

School Responsibility

- Anyone caring for children, including teachers and other school staff, has a duty to care and act like any reasonably prudent parents
- Intimate care routines should always take place in an area which protects the child's privacy and dignity
- Children's intimate care routines should always be carried out by an assigned member of staff. Appropriate support and training should be provided when necessary

Intimate Care Procedures

The following steps will be taken to ensure health and safety of both staff and children:

1. Alert another member of staff – Never perform intimate care alone
2. Escort the child to a changing area i.e. the hygiene suite

3. Collect equipment and clothes
4. Adults are to wear gloves
5. Child to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult. This could include using wipes
6. Soiled clothes to be placed inside carrier bags (double wrapped) and to be given to parents at the end of the day. Plastic aprons and gloves should be disposed of in the designated bin
7. Children are expected to dress themselves in clean clothing, wash their hands and return to class
8. Adults should wash their hands thoroughly after the procedure
9. Area to be cleaned and disinfected by adult before returning to class
10. If the member of staff has become stained after the incident, then they may go home to shower and change
11. The toilet area to be cleaned and disinfected by the adult(s) (who dealt with the incident) before returning to class. This will be followed up with a deep clean in the evening by the cleaning staff.

Intimate care incidents must be recorded (in the child's class) including date, time, name of child, adult(s) in attendance, nature of the incident, action taken and concerns or issues (Appendix 2). This will also monitor progress made. A copy will be kept in the classroom and parents/carers will be informed as soon as possible, either verbally or through receiving a copy of the Record of Intimate Care Intervention. In the interests of Health & Safety, it is unreasonable for staff to be expected to change a child who regularly soils unless the child has a medical condition as an underlying cause. School does not have staffing levels to accommodate support teachers regularly leaving the class to attend to an individual's hygiene.

Toileting and the Early Years Foundation Stage

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 successfully, including dressing and undressing and going to the toilet independently”.

Before a previously unknown child enters FS2, a home visit and previous setting visit is completed and discussions with parents ensure that key questions around toileting are answered. Information should also be gathered from all professionals involved e.g. staff from previous settings, the Child Disability Team, School Nurse, Physiotherapist, Occupational Therapist and recommendations from these external professionals acted upon to support the pupil in the school setting.

Parents may be asked to provide easy-to-manage clothing, for example trousers with elasticated waists that are easy to pull up/down. It is not helpful if children are wearing difficult clothing with zips, buttons, belts etc.

Staff in the Foundation Stage setting will support children to see when they are likely to need to go to the toilet. Usually, a regular pattern will emerge, especially if mealtimes and drinks are provided at about the same time every day. Identifying the times can help to establish when to take the child to the toilet with an increased likelihood of them using it. Linking toileting times to cues in the daytime routine can help to develop a better pattern of toilet use and control. Staff will also use Makaton symbols, signs, pictures, objects of reference or code words, where appropriate to be discreet in supporting a child.

Intimate Care in Key Stage 1 and Key Stage 2

Key Stage 1

We will inform all parents of FS2 children prior to them starting KS1 of the current toileting policy highlighting that we will change children for odd accidents, but not routinely as part of day-to-day personal care. This will be applicable for the time a child is in Key Stage 1 (unless a parent informs us differently.) Children on the SEND register who have toileting issues will have their own provision map and intimate care plan to support them with their toileting independence.

Key Stage 2

Any child who soils or wets will not be changed by any member of staff. However, we will provide a private, safe space where the child may change on their own. We ask parents to provide spare clothes and wipes for children who have toileting issues. Staff will not be expected to change KS2 children.

Supporting children and young people with SEND

The school recognises that some children with SEND and/or other challenging circumstances could result in children arriving at school with under-developed toilet training skills. 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 & Part 1V of the disability Discrimination Act 1995.

If a child's toileting needs are substantially different from those expected of a child his age, then the child's needs may be managed through an Individual Health Plan or alternatively they may be considered to be at the SEND Support in the SEND Code of Practice. A toileting programme would be agreed with parents as advised by a Health Professional. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the toileting plan. If there is no progress over a long period of time, e.g. half a term, staff and parents should seek further support, e.g. G.P's referral of child for specialist assessment.

Some children may have an Education Health and Care Plan before entering school. This will outline the child's needs and objectives and the educational provision to meet these needs and objectives. The EHC Plan will identify delayed self-help skills and recommend a programme to develop these skills. The management of all children with intimate care needs will be carefully planned. If specialist equipment and facilities not currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

Consideration should be made within Leadership Team on how an Intimate Care Plan should be communicated to all staff who need to know (including supply staff), whilst still upholding confidentiality.

School will ensure a full Risk Assessment is carried out before any school trip or off-site visit, which will include considering the intimate care and toileting needs of children in the class (e.g. location of accessible toilets, items needed such as gloves and aprons). Regular monitoring and review of strategies will be carried out by the school.

Health and Safety Considerations

Personal hygiene procedures are important in protecting pupils and staff from the spread of infectious diseases and cross contamination. Staff should be trained in correct hand-washing techniques, and the following should be available for staff use:

- soap/hand cleanser
- warm water
- antibacterial wipes or spray for surfaces
- disposable wipes
- disposable gloves
- protective disposable aprons
- a covered bin with a disposable liner
- paper towels

Cross Contamination

Staff should be aware of cross contamination and to protect against risk, high standards of hygiene should be always maintained. The essential routine will include the wearing of

gloves, thorough cleaning of the changing area and safe disposal of soiled items. Plastic or disposable aprons should always be available.

Washing children

It is not our policy to wash children. We will ensure a child is as clean as possible using baby wipes, and we will inform the parents/carers of the child about the incident.

Location

Whenever possible, a child will use the existing toilet areas. This is to protect the dignity of the child without putting staff at unreasonable risk. Children will not be changed in staff toilets, public areas or in any location used for the preparation of food and drinks.

Disposal

Whenever possible, the usual toilet facilities will be used to flush contents of nappies and waste water. Nappies will be double wrapped and soiled clothes will be placed in a double wrapped, plastic bag, to be collected at the end of the school day by the child's parent or carer.

Child Protection

The needs and wishes of the child will be considered wherever possible. If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) safeguarding procedures will be followed. If a member of staff notices any changes to a child either physically or emotionally following an episode of intimate care, the matter will be investigated and outcomes recorded. Parents/carers will be contacted at the earliest opportunity. The agreed safeguarding procedures will be adhered to.

Julian Fieldwick – Headteacher 2025

To be reviewed in September 2030

There may be occasions where your child may have an accident at school e.g. soiling or wetting and our staff may need to provide intimate care to support your child to change out of their clothing.

Please read the following statements to confirm that you agree to the staff of Intake Farm Primary School and Nursery providing intimate care, when appropriate.

- I give permission to school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.
- I agree to provide school with a spare pair of underwear/clothes.
- I will advise the school of any medical complaint my child may have which affects issues of intimate care.
- I understand that there might be occasions, such as extreme soiling, when my child will need to be changed by me, and I may need to come to school.
- I agree to provide baby wipes, and changes of clothing for my child, if needed.
- I understand that my child will be treated with dignity and privacy and I will receive an intimate care record slip, or email if any intimate care has been provided.

Child's name:

Parent name (Printed):

Relationship to child:

Date:

Child's Name:

Date	Time	Procedure	Signature	Comments