



St Cecilia's  
CHURCH OF ENGLAND PRIMARY SCHOOL

*'Therefore encourage one another, and build each other up.'*

# Toileting Policy and Guidance for Schools

Date:	March 2023
Review:	March 2025



## Introduction

St Cecilia's CofE Primary School is 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 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.

## Terminology

Intimate or personal care is defined as hands on physical care in areas of personal hygiene, and the physical presence of others, or observation during such activities. Personal care includes:

- Body bathing (including showering) other than arms, face and legs below the knee
- Toileting, wiping and care in genital and anal areas
- Incontinence care
- Placement, removal and changing of incontinence pads
- Menstrual hygiene
- Dressing and undressing
- Application of medical treatment other than to arms, face and legs below the knee
- Safe disposal of pads and waste into appropriate bins

## Aims and Objectives

- To provide guidance and reassurance to staff and parent/s
- 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 the procedures are in place to support a child needing intimate care. Parents may 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 Muti-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 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 in supplying nappies and wipes and spare clothes in a plastic bag which will be kept in school

### Staff / 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. Hygiene Room
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 or the shower in the hygiene room
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. Adult 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/shower 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 child enters the Nursery class or Reception class, a home 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 elasticised 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 Early Years and Foundation Stage setting will support children to see when they are likely to need to go to the toilet. Usually, a fairly 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

of 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 Reception children prior to them starting school 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.)

**Key Stage 2** – Any child that soils or wets will not be changed by any member of staff. However, we will provide a private, safe space (junior's toilets) where the child may change on their own. We will supply warm water and cotton wool, clean clothes (to the best of our ability out of the 'spares box') and a carrier bag.

### Supporting children and young people with SEN and / or a Disability

The 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. 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 than 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 SEN Support in the SEN Code of Practice. A toileting program 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, the Inclusion Leader, teaching staff and parents would 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 program to develop these skills. The management of all children with intimate care needs will be carefully planned. Where specialist equipment and facilities above that 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 a 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
- disposable paper rolls for changing beds
- floor mop specifically for this area, which is regularly disinfected

Cross Contamination: Staff should be aware of cross contamination and in order to protect against risk, high standards of hygiene should be maintained consistently at all times. 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 pupils: Staff will always have an agreed, written and signed procedure with parents if a child requires washing. Sensitivity and discretion will be used and a child will only be washed as necessary. Wherever possible staff will avoid physical contact with the child especially in intimate areas. The school will ensure that there is access to warm water and soap and a sink.

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

Disposal: Whenever possible, the usual toilet facilities or sluice 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 in the medical room, to be collected at the end of the school day by the child's parent or carer.

Spillages: Spillages will be dealt with promptly.

## Child Protection

If the toilet management plan has been agreed and signed by parents, and staff involved, it is acceptable for only one member of staff to assist unless there is an implication for safe moving and handling of the child. The needs and wishes of children and parents will be considered wherever possible, within the constraints of staffing and equal opportunities legislation. If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) the recognised child protection procedures should 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 at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity. The agreed Child Protection procedures will be adhered to at all times.

## **Appendix A - Intimate Care Request Form**

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 St Cecilia's Primary school providing intimate care, when appropriate.

- I give permission to St Cecilia's to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing/showering and toileting.
- I agree to provide school with a spare pair of underwear/trousers/skirt that can be kept on my child's peg.
- I will advise the school of any medical complaint my child may have which affects issues of intimate care.
- I understand that there may be occasions; such as extreme soiling, that my child will need to be changed by myself 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:



## Appendix B – Record of Intimate Care Intervention

Child's Name:

Date	Time	Procedure	Signature(s)	Comments

## Appendix C – Intimate Care Plan

Date of meeting:	Name of child:
Class:	Start date at school:
Reason for need of intimate care plan- <ul style="list-style-type: none"> <li>• Body bathing (including showering) other than arms, face and legs below the knee</li> <li>• Toileting, wiping and care in genital and anal areas</li> <li>• Incontinence care</li> <li>• Placement, removal and changing of incontinence pads</li> <li>• Menstrual hygiene</li> </ul>	
Persons Attended meeting:	
Person who the plan will be shared with: <ul style="list-style-type: none"> <li>• Leadership and management team Y/ N</li> <li>• Inclusion Manager/ SENDCO Y/ N</li> <li>• Class teacher Y/ N</li> <li>• Key workers- LSAs and TAs Y/N</li> <li>• All staff Y/N</li> <li>• Other members of the team</li> </ul>	

Parent/ Carer agreed to supply nappies and wipes	
Discussion notes regarding multiagency support	Who is involved?
What has been tried?	
Plan for support at school. Who will support the child, which toilet, etc.	
Next steps- referrals/ TAC date	
Comment from parent/ Carer	
Date of review	