



## All Souls CE Primary School

Foley Street, London, W1W 7JJ • Tel: 0207 186 0151 • [www.allsoulsprimary.co.uk](http://www.allsoulsprimary.co.uk)

*Experiencing life in all its fullness, we grow to be the best that we can be.* (Based on Biblical Reference John 10:10)

# Toileting and Continence Policy

**Date of Policy: September 2024**

**Review Date: September 2025**

**Lead Person: EYFS Lead and SENCO**

**Committee: Pupil Development and Well Being**

### Aims of policy:

Starting school, preschool or nursery is an exciting and important stage for a child. It is a time for growth and very rapid development. As with all developmental milestones there is a wide variation in the time at which children will master certain skills. Toileting is a key skill contributing to independence and self-belief.

Children present in many different ways with regards to their toileting independence as they begin to attend part of full time school.

- Fully toilet trained across all settings
- Fully toilet trained but regress for a little while in response to the stress and excitement of starting school
- Fully toilet trained at home but prone to accidents in new settings
- Be on the point of being toilet trained but require reminders and encouragement.
- Not toilet trained at all but likely to respond quickly to a well-structured toilet training programme.
- Be fully toilet trained but have disabilities or learning difficulties.
- Have delayed onset of full toilet training in line with other development delays but will master these skills during the first few weeks
- Have Special education needs or disability (SEND) that makes it unlikely that they will be toilet trained in the immediate future.

Admitting children who have continence problems into Foundation Stage and Key Stage 1 provision can present a challenge to schools. The purpose of this policy and guidelines is to identify best practice to achieve the full inclusion of such children.

### Partnership working:

- Where there is no diagnosed reason for a child not being independent in their self-care, families are asked to take all reasonable steps to ensure that their child is 'dry' prior to beginning school. School can provide advice and signpost parents to additional services that can support. Admission will not be refused, but parents will



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be required to meet with the EYFS Lead and/or SENCO to draw up a joint home/school plan and agreement prior to the child starting. Where possible, the school nurse will also attend these meetings.

- Where there are special needs or emotional or medical concerns, a meeting with the Head Teacher, EYFS Lead or SENCO can be arranged and a plan of how best to support the child will be formulated. The child will not be refused admission providing that the school is able to meet their individual needs.
- For Foundation Stage children, issues around toileting can be discussed with the EYFS Lead/Class teacher or Key worker during the admissions process. All foundation stage children receive a home visit before they start school. During these visits, parents are provided with opportunities to discuss any concerns they may have and the involvement of other agencies if necessary, e.g. Health Visitor, Inclusion Support Team.

### **Safeguarding:**

- The normal process of assisting with personal care, e.g. changing a nappy should not raise safeguarding concerns. All staff appointed at All Souls C of E Primary School have undertaken rigorous DBS checks, which are carried out to ensure the safety of children and staff.
- There are no regulations that state that a second member of staff must be available to supervise the nappy changing process, however staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken or that the class teacher has been informed.

### **Facilities:**

All Souls does not have purpose built nappy changing facilities.

- Changing must not take place behind locked doors.
- Wherever possible, children will be changed standing up.
- For children in nappies, changing will take place in the Foundation Stage staff/disabled toilet or within The Village toilet.
- For children who are unable to change standing up, a changing mat on the floor will be used.
- Every effort must be made to maintain the child's personal dignity.
- In the foundation stage, where possible, the child should be encouraged to change themselves in a clean cubicle in the children's toilets. Where this is not suitable, the



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staff/disabled toilet may be used. In some circumstances, it may be necessary to use the shower facility in this area.

- In The Village, children should be encouraged to change themselves within The Village bathroom, with the minimal adult support required. In some circumstances, it may be necessary to use the shower facility in this area.
- Older children should be encouraged to independently clean and change themselves in a space that provides for protection of their personal dignity. A clean toilet cubicle may be the best option. If needed, the staff/ disabled toilet and shower facility in the Foundation Stage may be used.

### **Resources**

All Souls Primary School ensures there is:

- Hot running water
- Paper towels
- Aprons and Gloves
- Nappy Bags
- Cleaning equipment
- Bin

These are available in both the Foundation Stage staff/ disabled toilet or within The Village toilet

Parents need to ensure they supply spare clothes, wipes and nappies.

### **General Procedures for Personal care:**

#### **Procedures for changing wet/ soiled pants following an accident:**

- If a child becomes wet or soiled, they must be supported in cleaning and changing into clean clothing without delay.
- In the Foundation Stage, a member of staff with whom the child is most comfortable or familiar will be the first point of call. It does not necessarily have to be the child's key worker as all staff work with the children. Changing should take place in either a clean child's toilet cubicle or in the disabled toilet area if this is more appropriate.
- In The Village, a member of staff with whom the child is most comfortable or familiar will be the first point of call. Changing should take place in The Village bathroom.
- In KS1 and KS2 a member of staff working with the particular child's class should encourage the child to clean and change themselves in an area which allows the child some privacy or as detailed in the 'facilities' section.



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- If a child wets or soils themselves at lunchtime (including Foundation stage children), a member of lunchtime staff who is in no way in contact with food or based in the lunch hall should take responsibility for changing the child as directed by the midday supervisor. If the child is too distressed, the class teacher or another member of staff may be called to accompany the child.
- Staff must wear appropriate protective clothing and follow all procedures outlined in this policy.
- If a child has had to be changed, or helped with intimate care, then this is recorded on either a toileting accident slip or in a Toilet and Personal Care log book. The incident will also be communicated with parents.

### Procedures for changing a nappy:

- Consider where to change the child. Ensure location allows child privacy and dignity.
- Wash your hands
- Gather all the necessary items needed before each nappy change, for example: nappy, wipes, nappy sack, cream if necessary (each child should have their own named cream and written permission obtained from the parent).
- Put on gloves and apron. A new set of gloves and disposable apron is used for each nappy change.
- Place the child on a nappy changing mat if required.
- Remove the child's clothing to access the nappy/soiled or wet pants. Remove them and place them inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them by hand.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin/ nappy bin.
- Put on a clean nappy and apply cream if necessary (see above).
- Take off the gloves and apron and place them in a pedal operated bin.
- Dress the child.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to the nappy changing area and using anti-bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.
- If child is required to be washed, only water is to be used.



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### Protection for Staff

Changing procedures and toileting routines will be carried out by the child's Key Person/Teacher or Teaching Assistant or midday lunch supervisor, protection being afforded to the single member of staff in the following ways:

- If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to the Manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the Manager immediately.
- Risk Assessments will be carried out for Toileting and Nappy Changing procedures.
- Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling.

### Working with Parents/carers

At All Souls Primary School we will work with parents when attending to changing routines. If a child has any disability or medical needs that may affect their personal care routine, a Learning Support Profile (LSP)/Health Care Plan will be drawn up in agreement with parents/carers.

Parents will be asked when their child first starts whether or not their child has any special words/actions/particular needs during their nappy changing procedure. Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

### Home/School management agreement

Parents/carers agree to:

- Change the child at the latest possible time before coming to school
- Provide spare nappies, wet wipes and a change of clothes
- School procedures followed during changing at school
- Inform school should the child have any marks/rash
- How often the child should be routinely changed if the child is in school for the full day and who will do the changing
- Review the arrangements, in discussion with the school, should this be necessary.



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- To actively support their child's participation in toileting procedures wherever possible.
- Implement an individual toileting management plan if this is required.

The School agrees to:

- Change the child should they soil themselves or become wet
- How often the child should be routinely changed if the child is in school for the full day and who would be changing them.
- Report to the Headteacher or the Designated safeguarding Lead should the child be distressed or if mark/ rashes are seen.
- Review arrangements, in discussion with parents/carers, should this be necessary
- Encourage the child's participation in toileting procedures wherever possible, discussing and taking the appropriate action to respect the cultural practices of the family.
- Implement an individual toileting management plan if this is required.

Asking or telling parents to come and change their child (unless the parents have expressed a preference for this) or wanting an older sibling to change their brother/sister is likely to be a direct contravention of the Disability Discrimination Act, as is leaving a child soiled, which could be considered as a form of abuse since it places the child at risk of significant harm. The process for the management of a child's personal care needs may need to be further clarified through a personal care plan. For example, should a child with complex continence needs be admitted, the child's medical practitioners will need to be closely involved and a separate, individual toilet management plan may be required.

### **Toilet Training**

Achieving continence is a developmental milestone, usually reached within the context of learning in the home before a child transfers to a school setting. However, for a minority of children, this milestone will not have been met prior to them starting school. In these cases, a joint home/ school toilet training plan will be formulated by EYFS Lead and/ or SENCO alongside the child's parents/carers. (See Appendix A) For some children, external professionals such as, but not limited to the School Nursing service or Occupational Therapists, may be involved in the formulation of this plan too.

At school, children who are toilet training will be encouraged to sit on the toilet during their nappy changing period. At this time, staff will talk to the children and provide positive praise and reinforce what the child is doing. Stickers may be offered if approved by the



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parent to reinforce the positive behaviour to the child. A potty may be provided by the parent for their child to use in the setting if they would prefer to.

Children will not be hurried in these daily routines to support them in confidently becoming toilet trained and maintaining a positive experience.

We understand that some children display anxiety at becoming toilet trained and will work slowly and sympathetically alongside them whilst updating parents of their progress at the end of each session.

There is an expectation that parents follow this plan at home as well in order to support their child to meet this milestone.

### **Instances of sickness or illness**

- Where a child has had an incident of diarrhoea, parents/carers will be informed immediately. If parents are very close to school and are able to assist in changing, this is encouraged. In this instance the child will be reassured and accompanied by a member of staff at all times pending the parent/carer's arrival. Should this not be possible, the guidelines as in 'General procedures for personal care' should be followed. The child will need to have the recommended hours off school as suggested by the health protection agency. This is generally 48 hours following the last episode of diarrhoea.

### **Monitoring of Policy:**

This policy will be monitored by the Senior Leadership Team and EYFS Lead and through staff meetings and will be reviewed annually. Following an annual review, suggestions for amendments will be presented to the Pupil Development and Well Being Committee.





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### Appendix A

#### Personal Care Toileting Plan

For children wearing nappies/ pull-ups in school

Child's name:	
Date of birth:	
Year Group:	

Completed by: \_\_\_\_\_ (member of staff)

Date of plan: \_\_\_\_\_

Date to review plan: \_\_\_\_\_

Name/s of assigned adults: .....

Achievable agreed target for child:

.....  
.....  
.....

Date agreed target to be achieved by/ plan to be reviewed:

.....

Changing facility to be used:

.....

Times which child is to be routinely changed/taken to the toilet throughout the day:

- 
- 
- 
-





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Ways in which child is to be encouraged to participate in changing process:

- 
- 
- 
- 

### Additional discussion points.

How will the child be changed? (e.g. standing up in a toilet cubicle, lying down on a mat on the floor)

Who will provide the resources? (e.g. wipes, nappies, disposable gloves, cream)

How will the changing occasions be recorded and how will this be communicated to child's parents/ carers

How will wet/ soiled clothes be dealt with?

What will the member of staff do if the child is unduly distressed or if marks or injuries are noticed?

Agree a minimum numbers of changes

Any words or actions used at home around toileting to keep consistency.



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Any other comments/ important information (including any medical information).

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- Inform school should the child have any marks/rash
- How often the child should be routinely changed if the child is in school for the full day and who will do the changing
- Review the arrangements, in discussion with the school, should this be necessary.
- To actively support their child's participation in toileting procedures wherever possible.
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The School agrees to:

- Change the child should they soil themselves or become wet
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- Review arrangements, in discussion with parents/carers, should this be necessary
- Encourage the child's participation in toileting procedures wherever possible, discussing and taking the appropriate action to respect the cultural practices of the family.
- Implement an individual toileting management plan if this is required.

### **Procedure for Personal Care in School in the case of toileting management plans:**

- Agreed changing area to allow child privacy/dignity.



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- Designated members of staff identified to change child
- All named practitioners changing the child to agree on a consistent approach.
- Staff to be provided with disposable gloves (not latex); a disposable apron, disposable cloths to wash the child and nappy bags.
- Child to be encouraged to participate in the changing process as/if appropriate e.g. wiping themselves, pulling up their pants etc.
- Child to be washed (water only) if necessary and changed.
- Nappy to be placed in a nappy bag and disposed of safely.
- Other clothing, if wet and soiled, dealt with as per policy.
- Changing area to be thoroughly cleaned

Parent/Carers' Signature: .....

Class Teacher's Signature: .....

Date: .....



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### Appendix B

#### Intimate Care Consent

Child's name:

Date of birth:

Male/ female:

Parent/ Carer's name:

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 Head Teacher of any medical complaint my child may have which affects issues of intimate care

Signed \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date \_\_\_\_\_

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Intimate care/nappy changing policy

Name.....

Date.....

I can confirm that I have read and understood the above policy.

Signed.....