

# PUPILS' TOILETING POLICY

## Our Lady of the Visitation Catholic Primary School



**Approved by:** Governing Body

**Date:** Autumn 2020

**Last reviewed on:** Autumn 2023

**Next review due by:** Autumn 2024

## Pupil Toileting Policy

### Aim of policy

Our Lady of the Visitation Catholic Primary School and Nursery 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. The aim of this policy is to ensure that appropriate provision is made for such children. This policy also aims to clarify the school's position on toileting needs in children who have no SEN needs and who soil regularly within the school day.

Our Lady of the Visitation Catholic 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 intimate care of children and young people will undertake their duties in a professional manner at all times.

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

### 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 & 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 "Dress and undress independently and manage their own personal hygiene".

### Intimate Care in Key Stage 1 and Key Stage 2

Key Stage 1 - If a child accidentally soils or wets, we will encourage the child to change themselves and where necessary change them, after seeking permission from a parent/carers. We will change children for odd 'accidents' but not routinely as part of day to day personal care.

Key Stage 2 - Any child that soils or wets will not be changed by any member of staff. However, we will provide a private secure room (such as our separate toilet

next to the welfare room) 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.

### Parental responsibility

Prior to starting at Our Lady of the Visitation Catholic Primary School and Nursery 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 school 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).

Parents/carers should make every effort to come to school to change their child, 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.

### Staff responsibilities with children who have a special educational and/or a diagnosed medical need

The teaching assistant / welfare officer will help with intimate care. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use, which they must do. If a child soils him/herself during school time, the teaching assistant will help the child where needed 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
- Wrap soiled clothes in plastic bag 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 Our Lady of the Visitation Catholic Primary School to provide intimate care' (Appendix 1) ("Intimate Care Form").

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 the school welfare assistant or another suitably trained member of staff.

### Staff responsibilities with Non-SEN children

School does not have staffing levels to accommodate teaching assistants regularly leaving the class to attend to an individual's hygiene. In the event of a child needing to be changed on a rare occasion, two members of staff must be present if a child needs to be changed. Staff are not permitted to change a child alone. This ensures we safeguard our staff and comply with Safeguarding procedures. Where an Intimate Care Form has not been completed and a child needs help with intimate care (in the case of a toilet 'accident') then parents/carers will be required 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, although they 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.

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.

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, but

only positive encouragement and praise for his/her endeavours 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.

## **6. Implementation, monitoring and review**

Implementation of the policy is the responsibility of the Headteacher and Governors. Verbal feedback will include evaluative feedback from pupils, as well as teaching and support staff.

There will be an on-going opportunity for staff to discuss, with the Headteacher, any issue regarding the Toileting policy that concerns them.

This policy will be reviewed every 12 months and consideration given to the implications for future whole school development planning.

**Appendix 1**

**PERMISSION FOR OUR LADY OF THE VISITATION  
CATHOLIC PRIMARY SCHOOL TO PROVIDE  
INTIMATE CARE**

Our Lady of the Visitation Catholic Primary School encourages children to have completed toilet training, yet we also understand that accidents sometimes occur. We request an extra set of clothing 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.

Child's Last Name	
Child's First Name	
Male/Female	
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, washing and toileting.

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

Name .....

Signature .....

Relationship to child: .....

Date .....