

TOILETING POLICY



Written: Autumn 2005

Reviewed: Summer: 2007, 2010, 2012, 2016, 2020, 2024

Next Review: Summer 2028

Signed:



Toileting Policy

1. Introduction

At Cardinal Road school we have a duty of care for all our children. It is important that children are happy and comfortable during their school day. Situations may arise where children require changing due to a toilet accident, a medical condition or activities as a result of water play, messy play, weather etc. On these occasions the children will be required to change themselves enabling them to build upon their personal intimate care skills.

2. Aims and Objectives

- To promote a positive dialogue between home and school and to implement an action plan in agreement with Parents/Carers, for pupils who need toilet training, prior to starting Nursery
- To work with Parents/Carers and professionals with children who have medical conditions
- To encourage children to develop their self help skills enabling them to access all areas of the curriculum and school activities
- To ensure necessary resources are identified and provided
- To identify the roles and responsibilities of staff
- To ensure children are treated with respect and sensitivity in such a way that their experience of intimate care is a positive one
- Children should be allowed to exercise choice where possible
- Children should be encouraged to have a positive self image of their own bodies

3. Induction into Nursery

- 3.1 It is expected that children will be toilet trained upon entry into School unless they have a medical condition or SEND
- 3.2 Children in the Foundation Stage will be learning to develop their self help skills as part of the curriculum
- 3.3 A questionnaire will be sent with the Nursery admission pack to assess the children's independence skills
- 3.4 A plan of action will be agreed with parents on initial home/school visits if their child is not toilet trained. Initially this may be a verbal plan.
- 3.5 A minimum change procedure will be included in the action plan stating that a child will not be changed more than twice in a Nursery session and more than three times for children in full time school unless they have a medical condition or SEND. Parents/Carers will be rung if their child exceeds these number of occasions (see 7:6) (SEND or pupils with medical conditions will have an individual plan)

- 3.6 Copies of the visual clues used in the Nursery will be given to parents to support the transition process

4. Partnership with parents/carers

- 4.1 A positive dialogue needs to be maintained between home and school
- 4.2 Procedures in school for dealing with accidents will be clearly communicated to parents
- 4.3 Parents will be made aware that the use of a shower will only be used if necessary (showers located in the Nursery and in the toilet in the corridor next to Gold class)
- 4.4 Permission to shower their child will be sought but if the school is unable to contact the parents the head teacher can authorise the showering of a child who is in severe discomfort

5. Staff Responsibilities

- 5.1 Children will be changed if they are wet or soil themselves as soon as an adult becomes aware
- 5.2 Changing of children will be recorded in a "changing book". This will also monitor progress made
- 5.3 Visible marks, rashes, and bruises will also be logged in the changing book. Changing books are located in the;
- Nursery medical cupboard for nursery children only
 - Reception class rooms
 - Speech and Language Workshop medical cupboard
 - Medical room -for KS1 during lessons and Reception and KS1 at playtimes and lunch times
- 5.4 Parents will be informed if their child is distressed
- 5.5 Toileting strategies will be taught, particularly in the first half of the autumn term in the Foundation Stage and where appropriate
- 5.6 Toilets are clearly marked
- 5.7 Toilets should be welcoming and children's concerns about the toilets will be listened to
- 5.8 Potties will NOT be used. All children will be encouraged to use the toilets and develop their self help skills
- 5.9 The children will not wear pull-ups or nappies unless there is a medical condition or special need

6. Safeguarding children and adults

- 6.1 Anyone caring for children including teachers and other school staff have a duty to care and act like any reasonably prudent parents.
- 6.2 Staff have a duty to make sure children are healthy and safe

(above two points found in LA procedure child protection DfE guidance, Managing children's medical needs Annex A))

- 6.3 Only school employees who have had a DBS check are allowed to change the children.
- 6.4 All staff should be familiar with this policy
- 6.5 The duty of care extends to staff leading activities off site such as school trips, etc.
- 6.6 Toileting incidents must be recorded in the changing book.
(Notes made on a school trip can then be transferred into the changing book)

Minimum information to be recorded

- Date and time
 - Name of child
 - The adult(s) in attendance
 - Nature of the incident
 - Action taken
 - Concerns or issues
 - Parents/Carers are informed of the incident
- 6.7 A thorough risk assessment is carried out in relation to the toileting policy (see appendix b)
 - 6.8 Staff have the opportunity to raise their concerns and have these resolved

7 Health and Safety

- 7.1 It is essential to maintain a high level of health and safety at Cardinal Road to ensure protection of both staff and children
- 7.2 All staff to wear disposable gloves and aprons whilst dealing with accidents
- 7.3 Soiled clothes to be double wrapped in carrier bags(see 8 for storage)
- 7.4 Hot water and liquid soap to be available to wash hands when the task is completed
- 7.5 Hot air dryer or paper towels available for drying hands
- 7.6 Children will not be left in soiled clothing for a length of time. This could be interpreted as abuse (see 3:5- parents will be contacted if minimum change policy is exceeded)
- 7.7 The following steps will be taken to ensure health and safety of both staff and children
 1. Remove the child to a changing area i.e. designated toilet areas (The ante room off of the medical room can be used for children to change themselves after a wetting accident at playtimes but soiling accidents need to use the designated areas)
 2. Alert another member of staff
 3. Collect equipment and clothes
 4. Primary adult to wear gloves and apron

5. Second adult to oversee Primary adult
6. Child to undress as appropriate and clean themselves as much as possible under the guidance of an adult
7. If the situation requires more than a wet wipe the Parents/Carers will be called to establish if they would like anything further done e.g. shower the child or come in themselves
8. Soiled clothes to be placed inside carrier bags and double wrapped
9. Towels to be stored in a box in each of the shower rooms
10. Soiled clothes to be given to parents at the end of the day with note detailing action taken (appendix a)
11. Children are expected to dress themselves in clean clothing and return to class
12. Area to be cleaned and disinfected by primary adult before returning to class

8. Sensitivity and respect

- 8.1 Adults should at all times be aware of children's feelings and reactions and ensure their privacy and confidentiality
- 8.2 Clear instructions and explanations will be given to the children
- 8.3 Clean clothes of the right size will be given to children
- 8.4 Some children are reluctant for adults outside of their family to care for them and to protect children from any more distress special arrangements will be made for family members to come in
- 8.5 Some children will not have had the practise they need to use the facilities available; this could include culturally different expectations of health care
- 8.6 Staff need to be aware that children develop at different rates and progress needs to be encouraged and praised

9 Supporting children identified with SEND or Medical Conditions

- 9.1 Some children may have an Educational Health Care Plan or Medical Conditions before entering the nursery or main school
- 9.2 The EHCP will outline the child's needs and objectives and the educational provision to meet these needs and objectives
- 9.3 The EHCP will identify delayed self help skills and recommend a programme to develop these skills
- 9.4 Medical reports and advice from professionals will be used when appropriate
- 9.5 Individual care plans will be drawn up for any pupil requiring regular intimate care

Further Information and Guidance

Enureris Resources & Information Centre (ERIC) 34, Old School House, Britannia Road, Kingswood, Bristol BS15 8BD
Tel: 0117 960 3060

Website: www.eric.org.uk

Good Practice in Continence Services 2000

Available free from Department of Health P.O. Box 777, London SE1 6XH Website:
www.doh.gov.uk/continenceservices.htm

Appendix a



Dear Parent/Carer,

We would like to inform you that your child had a toileting accident today.

- Your child was given resources to clean themselves
- Your child was given clean clothes
- Your child's soiled clothes were placed in a double wrapped carrier bag
- Your child was given a shower

Date:.....

Location:.....

Adult 1:..... (signed)

Adult 2:.....(signed)

We would be grateful if you could return the items of clothing (washed) that were lent to your child as soon as possible. Thank you.



Dear Parent/Carer,

We would like to inform you that your child had a toileting accident today.

- Your child was given resources to clean themselves
- Your child was given clean clothes
- Your child's soiled clothes were placed in a double wrapped carrier bag
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Date:.....

Location:.....

Adult 1:..... (signed)

Adult 2:.....(signed)

We would be grateful if you could return the items of clothing (washed) that were lent to your child as soon as possible. Thank you.

Cardinal Road Infant and Nursery School Risk Assessment

Date: Autumn Term 2005
2024

Reviewed: Summer Term 2007, 2012, 2016, 2020

LOCATION	DESCRIPTION OF RISK	H/M/L	ACTION NEEDED BY WHOM?
Disabled toilet and shower in the corridor outside Gold Class	Water - ecoli	M	Shower to be turned on once a week and shower head to be regularly disinfected Premises Manager Ensure resources are stored safely and replenished when necessary Welfare Assistant (ongoing)
Disabled toilets Between Yellow and Red Classes And Orange and Pink Classes	Storage of resources	L	Ensure resources are stored safely and replenished when necessary Welfare Assistant (ongoing)
Shower in Nursery	Water - ecoli Storage of resources	M	Shower to be turned on once a week and shower head to be regularly disinfected Premises Manager Ensure resources are stored safely and replenished when necessary Nursery Staff (ongoing)
Spare Clothing	Not enough spare clothes available	L	Ensure checks of spare clothing are regularly audited and replenishment of clothes acted upon
Disposable Gloves	Adults to wear disposable gloves	L	Ensure stock of disposable gloves is kept replenished

Staff must follow health and safety guidance in the policy section 7

