



**'Rivers of living water'**  
**Ambition, Courage & Kindness**

# **Toileting and Contenance Policy**

**Date: June 2022**

**Review date November 2025**

**Next review: November 2026**

## **Introduction**

St. George's CE Academy 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.

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, it is inevitable that from time to time some children will have accidents and need to be attended to.

Starting school or nursery has always been an important and potentially challenging time for both children and the schools that admit them. It is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained.

Children in the EYFS may:

- be fully toilet trained across all settings
- have been fully toilet trained but regress for a little while in response to the stress and excitement of beginning the EYFS
- be 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 be toilet trained at all but likely to respond quickly to a well-structured toilet training programme
- be fully toilet trained but have serious disabilities or learning difficulties
- have delayed onset of full toilet training in line with other development delays but will probably master these skills during the EYFS
- have SEN that makes it unlikely that they will be toilet trained during EYFS

Admitting children who have continence problems into EYFS 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.

Whenever possible it is recommended that:

- children develop their own self-care skills with prompting and guidance from staff
- if support is required, mobile children are changed standing up
- children in year 1 and above should only be changed in a toilet cubicle standing up.

## **Resources**

Changing time can be a positive learning time and an opportunity to promote independence and self-worth.

School ensures that when on the school site the following are available:

- hot running water and soap
- paper towels
- aprons and gloves
- wipes
- anti-bacterial spray
- cleaning equipment

- bin
- a supply of spare underwear and wipes (provided by the child's parent/carer)
- spare clothes
- Nursery toilets or school accessible toilet

In the first instance staff will prompt the child to change themselves, giving support if required.

It could take ten minutes or more to change an individual child. This is not dissimilar to the amount of time that might be allocated to work with a child on an individual learning target, and of course, the time spent changing the child can be a positive, learning time.

However, if several children with continence needs enter EYFS provision of a setting there could be clear resource implications. Within our school, the EYFS staff should speak to the SENDCo to ensure the additional resources from the school's resources are allocated to the EYFS to ensure that the children's individual needs are met.

### **Staff Responsibilities**

It is likely that one or more of the EYFS staff or teaching assistants will undertake most of the personal care. School needs to ensure that this issue is addressed as appropriate within overall staffing.

Teachers are responsible for facilitating, supporting and releasing teaching assistants to fulfil this role.

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 staff regularly leaving the class to attend to an individual's hygiene.

### **What the school expects of parents:**

- Parents/carers will endeavor to ensure that their child is continent before admission to school (unless the child has additional needs).
- Parents/carers will discuss any specific concerns with staff about their child's toileting needs.
- Parents/carers must 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.
- If children have an accident due to illness (diarrhoea) in the interests of Health & Safety parents will be contacted to collect the child.
- Parents accept that on occasions their child may need to be collected from school for example: if the child has an accident in which facilities at school would not clean the child adequately, if the child has had multiple accidents in which facilities at school will not clean the child sufficiently or if the school feels the child is unwell.

### **Special educational needs and child protection issues**

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 of their age, then the child's needs may be managed through an Individual Health Plan. A toileting program would be

agreed with parents as advised by a Health Professional. 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 SEND Co-ordinator, teaching staff and parents would seek further support, e.g. G.P's referral of child for specialist assessment.

Some children may have a statement of special educational needs before entering school. The statement will outline the child's needs and objectives and the educational provision to meet these needs and objectives. The statement will identify delayed self- help skills and recommend a program to develop these skills. 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.

The normal process of assisting with personal care, such as: changing a nappy should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. DBS checks are rigorous and are carried out to ensure the safety of children with staff employed in our school.

Section 18 in the Government guidance 'Safe Practice in Education' states that:

**'Staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.'**

It is recommended that the adult who is going to change the child informs the teacher that they are going to do this. There is no written legal requirement that two adults must be present and schools will need to make their own judgement based on their knowledge of the child/ family.

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, where the school has concerns about parental support, for children transferring to Reception or above who are not toilet trained and for children with SENs or disabilities.

**Where appropriate, parents and school will need to agree a toilet training programme.**

In the very small number of cases where parents do not co-operate or where there are concerns that

- the child is regularly coming to school/nursery in very wet or very soiled nappies/clothes
- there is evidence of excessive soreness that is not being treated
- the parents are not seeking or following advice

there should be discussions with the school's Designated Safeguarding Lead (DSL) about the appropriate action to take to safeguard the welfare of the child.

*Note: Staff should take care (both verbally and in terms of their body language) to ensure that the child is never made to feel as if they are being a nuisance.*

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.

### **School and Parents Working in Partnership**

St. George's CE Academy works in partnership with parents when a child enters school in a nappy or pull-ups or with continence problems. This agreement helps to avoid misunderstandings and also helps parents/carers feel confident that the school will meet their child's needs.

## **Further Information and Guidance**

Enuresis Resource & Information Centre (ERIC) 34 Old School House, Britannia Road, Kinswood, Bristol, BS15 8BD Telephone: 0117 960 3060 Website: [www.eric.org.uk](http://www.eric.org.uk)

Good Practise in Continence Services, 2000. Available to download free from Department of Health, PO BOX 77, London, SE1 6XH or [www.doh.gov.uk/continenceservices.htm](http://www.doh.gov.uk/continenceservices.htm)

Managing a child with bladder and bowel problems in school – a resource pack.  
[www.promocon.co.uk](http://www.promocon.co.uk)

Early Years and the Disability Discrimination Act 1995 [www.surestart.gov.uk/publications](http://www.surestart.gov.uk/publications)

**Appendix 1: Home/School Management Agreement**

**Appendix 2: Procedure for Changing a Nappy/Soiled or Wet Pants (child lying down)**

**Appendix 2: Personal Care Plan**

**Appendix 3: Intimate Care Policy**

**Appendix 4: Risk Assessment Template**

**Appendix 5: Record of Intimate Care Intervention**

**Appendix 6: Working Towards Independence Record**

**Appendix 7: Toilet Management Plan**

**Appendix 8: Agreement between child and teaching assistant**

**Appendix 9: Permission for schools to provide intimate care.**

**Appendix 1**

# **St. George's CE Academy Home/School Management Agreement: Toileting and Continence Policy**

## **Parents/Carers:**

- Parents/carers will endeavor to ensure that their child is continent before admission to school (unless the child has additional needs).
- Parents/carers will discuss any specific concerns with staff about their child's toileting needs.
- Parents/carers must 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.
- providing spare underwear, wet wipes and a change of clothes
- understanding and agreeing the procedures to be followed during changing a child at school if they soil themselves or become wet
- Parents understand that to develop self-care skills staff will prompt the child to change themselves, giving support if required
- Parents accept if children have an accident due to illness (diarrhoea) in the interests of Health & Safety parents will be contacted to collect the child.
- Parents accept that on occasions their child may need to be collected from school for example: if the child has an accident in which facilities at school would not clean the child adequately, if the child has had multiple accidents in which facilities at school will not clean the child sufficiently or if the school feels the child is unwell.
- agreeing to inform school should the child have any marks/rash
- agreeing to review the arrangements, in discussion with the school, should this be necessary
- agreeing to encourage the child's participation in toileting procedures wherever possible.

## **The school:**

- agreeing to change the child should they soil themselves or become wet
- agreeing a minimum number of changes
- agreeing to report to the Head Teacher or SENDCO should the child be distressed or if marks/rashes are seen
- agreeing to review arrangements, in discussion with parents/carers, should this be necessary
- agreeing to encourage the child's participation in toileting procedures wherever possible
- discussing and taking the appropriate action to respect the cultural practices of the family.

## **Appendix 2**

### **Procedure for Changing a Soiled or Wet Pants if a child cannot do this independently**

1. Consider whether the child can be changed in a toilet cubicle (standing up).
2. Wash your hands.
3. Assemble the equipment.
4. Put on gloves.
5. Remove wet/ soiled underwear/clothes.

7. Flush away fecal waste from undergarments and fold the underwear/clothes inwards to cover fecal material and place into a disposable bag. (Any clothes to be recovered at the end of the day and handed to the parent.)
8. Used wipes and gloves are to be disposed of in a bin with a disposable liner.
9. The bin should be emptied at least once a day and the liner replaced.
10. Once the child has been changed and returned safely to their class, clean the changing area with a detergent spray or soap and water.
11. Hands should be washed thoroughly whether gloves have been used or not.

**Appendix 3**  
**Personal Care Plan for children wearing nappies/ pull-ups in school**

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

Who will change the child?	
How will be 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	
How will wet/ soiled clothes be dealt with?	
Agree a minimum number of changes	
How will the child be encouraged to participate in the procedure?	
Any other relevant information	

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

Date of Plan \_\_\_\_\_ Date to review Plan: \_\_\_\_\_

**Parent/Carer**

This plan has been discussed with me and I agree to change my child at the last possible moment before he/ she comes to school, provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate and where possible.

Signed \_\_\_\_\_

Parent/ Carer's Full Name: \_\_\_\_\_

## **Appendix 4**

### **Intimate Care Policy: St. George's CE Academy**

#### **Introduction**

St. George's CE Academy is committed to ensuring that all staff responsible for the 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.

#### **Definition**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

#### **Our Approach to Best Practice**

The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling if required) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from physiotherapist/occupational therapist.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty or menstruation. Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as they are able. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many staff members will need to be present when the child is toileted. Wherever possible the child should be cared for by an adult of the same sex. However, in certain circumstances this principle may need to be waived where the failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, as no male staff are available.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

## **The Protection of Children**

Child Protection Procedures and Multi-Agency Protection procedures will be adhered to. If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

## **Monitoring and Review**

This policy is monitored on a day-to-day basis by the head teacher, who reports to governors on request about the effectiveness of the policy.

**Signed:** \_\_\_\_\_ (on behalf of the staff)

**Signed:** \_\_\_\_\_ (on behalf of the governors)

**Date:** \_\_\_\_\_

## Appendix 5

### Permission for school to provide intimate care

Child's Full Name \_\_\_\_\_

Male/ Female (delete as appropriate)

Date of Birth \_\_\_\_\_

Parent/ Carer's Full Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

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 \_\_\_\_\_

Full Name \_\_\_\_\_

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

Date \_\_\_\_\_