

Mill Strand  
Integrated  
School  
& Nursery

# Toileting & Intimate Care Policy

This policy was developed in the Autumn term 2017.  
Agreed by Governors TBC  
Review Date January 2020



# Mill Strand Integrated Primary School

## Toileting & Intimate Care Policy

### 1 Introduction

Mill Strand Integrated School & Nursery is committed to safeguarding and promoting the welfare of children and young people. In doing so it is school policy that staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times and that children are treated with sensitivity and respect.

This policy outlines how the school will fulfil its duty of care to pupils attending Mill Strand Integrated School & Nursery and produce a consistent school response to any incidents that may occur relating to toileting & intimate care.

### 2 Background

- 2.1 It is generally expected that children accepting places at Mill Strand Integrated School & Nursery should be fully independent in toileting during school sessions.
- 2.2 We recognise, however, that children will join Mill Strand Integrated School & Nursery School, having reached differing levels of independence and development in toileting and self-care.
- 2.3 Accidents occasionally happen, particularly during the settling-in period. This is a big transition for children, full of new experiences and possible uncertainties. We ask parents to work with us to minimize any potential problems, by helping their child to understand our toileting arrangements.
- 2.4 An increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs. Under these circumstances the school works with external agencies to ensure that provision is made that is compliant with the Special Educational Needs and Disability (Northern Ireland) Order 2005 (SENDI) and the Disability Discrimination Act 1995 (DDA)

### **3 Pre Enrolment/Enrolment**

- 3.1** The school & nursery/pre-school does not accept children in nappies and pull-ups unless the child has an officially stated medical condition or syndrome requiring 1:1 support and a suitably trained assistant is in place to enable the school/nursery to meet that child's needs.
- 3.2** Parents should talk to their child's teacher to make them aware of any toileting issues before they attend. Please note that neither diarrhoea or constipation qualify as "stated medical conditions".
- 3.3** Children attending Mill Strand Integrated School & Nursery/Pre School should attend in normal underwear/pants. Parents are asked to supply their child's class teacher with a change of underwear/clothes that can be retained in school.
- 3.4** If a child has a recognised special need or medical condition, this should be brought to the principal's attention, together with documented diagnosis & guidance before enrolment so that every effort can be made to arrange with the appropriate bodies to enable access for the child.

### **4 Toileting Arrangements**

- 4.1** Children should be dressed in clothing that is easy for them to adjust independently. Elasticated waist bands are easier for young children to manage independently..
- 4.3** When you bring your child to school for the first time please feel free to accompany them to the toilet area, remind them about expectations and routines for hygienic use of the toilet:
- one person in the toilet at a time.
  - sit/stand until toilet is finished (being careful about aim!)
  - wipe their body carefully with toilet paper
  - flush the toilet
  - replace all clothing before leaving the toilet
  - wash and dry hands carefully.

Children should seek assistance if they are having difficulty and guidance will be given as appropriate.

- 4.4** Equally, if a child is engrossed in play either indoors or outdoors, an 'accident' may sometimes occur. Children will be encouraged to come and tell a member of staff if they have a toilet accident.

- 4.5** It is important to remember there are generally 26 children and 2/3 members of staff. It is not always possible to be available at the vital second when a child needs a helping hand. Independence is always encouraged.

## **5 The role of the teacher/school**

- 5.1** If, despite our joint efforts your child does have an accident and “wets” themselves, we will, with your written consent, assist them to change into dry clothes. We will try to ensure that your child’s dignity is protected and their self-esteem kept intact. If your child is uncomfortable or distressed in this situation we will contact you.
- 5.2** If a child appears to be ill or soils themselves, requiring a greater level of intimate care we will contact you immediately or the people you identify as emergency contacts, who must be available to come to the school immediately to clean/change the child or take them home for bathing. (In the unlikely circumstances that we cannot contact you, we may have to make arrangements to change your child to avoid them coming to harm as a duty of care).
- 5.3** In the event that children wets themselves the school/staff may introduce a ‘Toileting Programme’ to support the child.
- 5.4** Should your child need to use the toilet before or after the class session they are welcome to use the toilet inside the school. All adults however must remain outside the bathroom.
- 5.5** Only employed members of staff will deal with matters related to Toileting and Intimate Care. Toileting is a normal part of our lives and your child should be familiar with school routines. This will enable them to avoid accidents and make the most of their time in school free from worry.

## **6 Toileting Programme**

- 6.1** If your child is not fully independent in toileting or has frequent accidents the staff/school will consider introducing a ‘Toileting Programme’ initially reducing the child's time to one hour per day.
- 6.2** The class teacher, supported by Teaching/Classroom Assistants will introduce a 15-minute prompt for the child to remind/initiate the use of the toilet if required during this reduced day/hour.
- 6.3** The time of attendance (initially one hour) will be reviewed at the end of each week and the period/duration of attendance only increased if the child is accident free and uses the toilet without prompt.

**6.4** The Toileting Programme is intended to enable children to gradually increase the time they are independent in toileting during school sessions and full time attendance.

**6.5** The use of the toileting programme is reviewed after four weeks. If there is no significant improvement it may be necessary to seek medical advice and for health visiting services involved.

## **7 The role of parents**

**7.1** Parents must ensure, as far as possible, that their child is fully toilet independent in toileting before admission to the school/nursery/pre-school.

**7.2** Parents need to inform staff if this has not been possible or if there is an officially stated medical condition. It is essential that this is done prior to admission.

**7.3** Parents should make their child aware of expectations and routines for the hygienic use of the toilet – see Section 4.3

**7.4** Provide a change of clothes for their child (underwear, socks, trousers/skirt & top. Please note this does not have to be school uniform)

**7.5** Provide contact details for emergencies inc toileting. The school should be updated on any changes regarding contact details as they arise.

**7.6** Engage with their child's teacher to support a 'Toileting Programme' should this be required.

**7.7** Be prepared to seek advice from their doctor/GP, Health Visitor or other medical professional if toileting is a persistent issue.

## **8 Intimate Care**

**8.1** All staff provide intimate care to children as required and all staff have completed child protection training. The school has a Staff Code of Conduct in place and staff will undertake their duties in a professional manner at all times. No child should be attended to in a way that causes distress or pain.

**8.2** To promote self-help skills and independence, children will be encouraged to toilet fully independently. However, there may be times when children will need adult guidance with changing and care.

**8.3** Parental consent for this will be sought prior to the settling in process and this consent permits staff to support children if necessary.

- 8.4** All intimate care support will be recorded by the staff member who attends to the child and parents/carers will be made aware of any clothing changes.
- 8.5** The school maintains a supply of clothes whereby a child can be changed and made comfortable. For young children Nursery/Pre-School/Year 1 parents are asked to provide a change of underwear/clothing to be retained in school and used for their child should a change become necessary.
- 8.6** Should a child be badly soiled, home will be contacted and the child should be collected and taken home, where they can be washed and made more comfortable.

**8.7 Staff Code of Conduct**

All actions concerning children must uphold the best interests of the child as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children in their charge must be above reproach. Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm. The following procedures must be observed at all times:

- a) Only children whose parents have given permission for them to be changed may be changed. The parent/carer of those for whom parental consent has not been received should be telephoned instead. A list of any children who may not be changed will be clearly sited for all staff to check.
- b) Due to the difficulty supervising the rest of the class, two members of staff will not always be present when a child is changing into dry clothes. The member of staff helping the child will, however, alert other member of staff prior to providing this support.
- c) To provide visual access, the bathroom door should remain open at all times.
- d) While every attempt should be made to give the child privacy and preserve their dignity, other children will not be barred from the bathroom during changing.
- e) Staff must wear disposable gloves and an apron when changing a child.
- f) Children should be encouraged to remove the clothes to be changed by themselves where possible.
- g) If required, children will be given a baby wipe to freshen themselves.
- h) Children should be encouraged to dress themselves with help being given when necessary.
- i) A note of the change must be entered on the staff record sheet and signed by the staff member. Wet / soiled clothes are to be placed in a bag on the child's peg and the parent/carer informed at the close of the session.

- j) A child who is asking for help in the toilet should be encouraged and directed how to clean themselves where possible.
- k) Should a child be heavily soiled, home should be contacted and the child should be collected and taken home from school to be made more comfortable.

## **8 Monitoring and review**

- 8.1** This policy is monitored on a day-to-day basis by the headteacher, who reports to governors about the effectiveness of the policy on request.
- 8.2** This policy will be reviewed and monitored in line with the school's policy review schedule.

**Signed:**

**Date:**