



**BOURNEBROOK
CHURCH OF ENGLAND
PRIMARY SCHOOL**

Personal Care and Dignity / Toileting Policy

Approved Date: Sept 2022

Next review due date: Sept 2025

Introduction

This policy provides information about meeting children's toileting needs for staff in Bournebrook CofE Primary School.

The policy is based on good practice and is designed to support procedures already in place. It aims to:

- Ensure that all children are included in their local community school regardless of their toileting needs
- Provide advice and practical examples to staff
- Assure parents and carers that staff are knowledgeable about personal care, and that their individual concerns are taken into account
- Safeguard the rights and well-being of the children
- Reassure and protect the interests of staff working in a personal care capacity

Bournebrook believes it is not acceptable to deny, delay or reduce attendance at an early years setting, nursery or reception class simply because a child has special toilet requirements.

Parents have a key role to play in effective toilet training and management of toileting needs. It is particularly important to ask for parental guidance on cultural or religious issues and the child's preferences for comfortable and appropriate care. Parents can expect to work in partnership with schools and settings and to have clear written information on policies and personal care plans.

It is important to recognise that people may feel judged or blamed if their child has not become toilet trained by the time of school admission. It is not appropriate to expect parents or carers to be on emergency stand by to change children during the school day / extended day.

Children or young people who need assistance with toilet training or special toileting arrangements must be treated with respect, dignity and sensitivity.

Children must never knowingly be left wet or soiled.

It is likely that most personal care tasks will be undertaken by teaching assistants / support staff within schools and settings.

However, ALL staff are expected to promote personal dignity and care. Teachers may take responsibility for assisting children with toileting. This is undertaken voluntarily as part of duties regarding reasonable adjustment.

Resources and Facilities

- Whenever possible, the existing toilet areas should be used
- Do not change pupils in educational, play or public areas, or in any location used for the preparation of food and drink
- Non-latex gloves and disposable aprons –fresh ones should be used each time for each child
- Soap and water are suitable for cleaning surfaces and the changing area
- Paper roll and / or wet wipes for cleansing the body, cleaning the surface of the changing area is available in FS Settings

- Spare clothes are kept in the FS area
- Soiled and wet clothes to be tied in a plastic bag and returned to parents at end of day

Procedure

- If children are able to stand independently, it is acceptable to change children when they are standing up. It is not appropriate to use this method if the child is soiled
- It is acceptable to change children on the floor if no other surface is available. In this circumstance, an easy to clean mat should be placed under a changing mat and other children should be prevented from accessing the area whilst changing is underway
- The child should be cleaned before nappy / fresh clothes put on
- Where the child is old enough, they will be supervised in cleaning themselves and dressing themselves. The adult will assist rather than allow any child to remain soiled

Child Protection

The normal process of changing a nappy should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy-changing process to ensure that abuse does not take place. Few settings/schools will have the staffing resources to provide two members of staff for nappy changing and DBS checks are carried out to ensure the safety of children with staff employed in childcare and education settings

See Bournebrook C of E Primary School staff code of conduct.

Staff may change a child alone but should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

At all times the privacy and dignity of the child should be respected, especially if more than one member of staff is present.

The process of nappy changing/toilet changing may, in rare circumstances, lead to a level of concern for staff regarding child protection. The usual procedures for sharing concerns with the nominated child protection members of staff

Good Practice Guidance for Admission of Non-Toilet trained children:

Individual Needs

We endeavour to establish a child's toileting needs on entry to school.

Parents and carers have a key role to play in effective toilet training or toilet management.

Preparation should include discussion with parents, confirmation of arrangements and a personal care plan to be written to monitor and review. The Care plan will include

- Signed consent from parents/carers to allow support see Appendix 1
- Clear arrangements for staffing and access to facilities
- Record keeping such as toilet diary or reward system see Appendix 2
- Record of discussion with parents/carers Appendix 3

Clothing:

Parents should be asked to provide clothing that is easy to manage when toileting. Clothing with elasticated waists and no zips or buttons is most helpful. Whenever possible it is better to train the child with appropriate clothing rather than relying on nappies or training pants.

Parents should also be asked to provide plenty of changes of pants/trousers in case of accidents. School will provide spare clothes in an emergency, but it is always better for a child to wear his/her own clothes. Finally, the setting should agree with parents/carers what will happen to wet or soiled clothing.

Routines:

Parents should be asked to ensure that the child is changed or taken to the toilet at the last possible time before leaving home. All staff will take responsibility for prompting the child to go to the toilet or taking the child to the toilet at fixed appropriate intervals throughout the day. Careful observations may identify when the child 'needs to go'.

Ensure that the routine established in setting/school is strictly maintained from the start and try hard to avoid accidents. If necessary, shorten the time between visits to the toilet so that the child gets into the habit of being dry.

Accidents:

Children may be anxious and pre-occupied by toilet difficulties but usually respond to praise, encouragement and confidence building. It is important to promote self-esteem in other areas of learning. Make little fuss over accidents that do occur and ensure that they are dealt with swiftly, appropriately, sympathetically and in a calm, low-key way.

Conclusions

Bournebrook CofE Primary School is committed to inclusive practice in its early years settings and schools. There is an expectation that settings, schools and parents will work together to support children with toileting needs without impact on their access to education. Good practice recommendations have been highlighted within this guidance to protect the well being of children, parents and staff and promote consistent best practice.

Appendix 1

Consent from parents/carers

Intimate Care Plan for

Bournebrook's Foundation Stage will ensure all children are given dignity and privacy throughout their nappy change/toilet training.

A child should not be left in a soiled or wet nappy for extended length of time.

Child protection

The normal process of cleaning the child should not raise protection concerns, and there are no regulations to indicate that a second member of staff should be present. All named staff working in the school have had DBS checks.

Personal care procedure

- The child will be informed of the process, e.g. where to stand, sit, or lie down.
- The carer will ensure dignity and privacy only adjusting essential garments.
- The carer will wear disposable gloves and apron and dispose of the items appropriately in a nappy sack and taken out to the bin in the car park as soon as possible.
- The carer will ensure the skin is clean and dry before replacing garments.
- The child / carer will wash their hands afterward and clean area/mat.
- The carer will record any marks or injuries on the child.

Parent/carer partnership

The parent/carer will review the arrangements with the school and agree to:

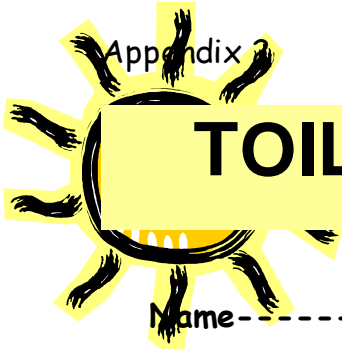
- Ensure the child is clean when brought to school.
- Provide the appropriate nappies, wet wipes, nappy sacks, cream, spare clothes etc. to change the child in school and ensure the supply is replenished.
- Understand and agree to the procedure to be followed.
- Agree to inform the school of any marks or injuries.
- Agrees that the school will not change the child more frequently than is necessary.
- The parent will maintain communication with school and liaise with support agencies if appropriate.

The school

- Agrees to change the child when the child becomes uncomfortable or when it is noticed the child needs changing
- Agrees to follow the procedure.
- Agrees to monitor the number of times the child is changed.
- Agrees to report if the child is distressed or has marks or rashes.

Signed (Parent/ Carer): Date

Signed (Class Teacher): Date



Appendix 3

TOILET TRAINING

Name-----

Date-----

Time Changed/Sat on the toilet	B.O.	W	Cream Applied	Observation

Key:
BO - Bowels opened
W- Wet

Appendix 3

Record of discussion with parents/carers

Child/young person's name:	Date of birth:	Date agreed:
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	Details	Action
Working towards independence: Such as taking child/young person to toilet at timed intervals, using sign or symbol, any rewards used		
Arrangements for nappy/pad changing: Such as who, where, arrangements for privacy		
Level of assistance needed: Such as undressing, dressing, hand washing, talking/signing to child/young person		
Infection control: Such as wearing disposable gloves, nappy disposal		
Sharing information: Such as if the child/young person has a nappy rash or any marks, any family customs/cultural practice Established routines at home, Terminology of body parts to be used, Any particular behaviours, difficulties or anxieties?		
Resources needed: Such as special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves		

Signed: Parent: Key member of staff:	Review date:
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