

**Perryfields**



**Primary**

# Perryfields Primary School

## Policy and Guidance to Personal Development in relation to Toileting/Continence

Taken from the Sandwell Council Policy Guidance

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# **Pupil Toileting Policy**

## **Aim of policy**

Perryfields Primary School, including Perryfields Pre-school, recognises that some pupils with SEN or with other needs, such as emotional and social needs, may result in them arriving at school with immature toilet training skills. The aim of this policy is to ensure that appropriate provision is made for such pupils. This policy also aims to clarify the school's position on toileting needs for pupils who have no SEN needs and who soil/wet themselves regularly within the school day.

Perryfields Primary School 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 pupil is not toilet trained because of a disability, their rights to inclusion are additionally supported by the Equality Act 2010. A disability is defined under this act as "a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to do normal daily activities."

## **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 Pre-school, Key Stage 1 and Key Stage 2**

### ***Pre-school and Key Stage 1***

If a pupil accidentally soils or wets, they will be encouraged to change themselves but, where necessary, staff will change them, after seeking permission from a parent/carers. Staff will change children for odd 'accidents' but not routinely as part of day to day personal care. School will, where possible, supply clean clothes (out of the 'spares box') and place soiled clothes in a carrier bag.

## **Key Stage 2**

Any pupil that soils or wets will not be changed by any member of staff. However, a private secure room (such as an adult separate toilet) will be provided to allow the pupil to change on their own. School will, where possible, supply clean clothes (out of the 'spares box') and place soiled clothes in a carrier bag.

## **Parental responsibility**

Prior to starting at Perryfields Primary School and Perryfields Pre-school, prospective parents/carers are reminded of the school's expectation that pupils should be toilet trained before they start nursery and/or school. This policy is available during parent visits as well as during parents' induction meetings. If a pupil 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 pupil's needs will be discussed and reasons for the pupil not being fully toilet trained will be recorded. Parents of a pupil who has regular toileting accidents will be required to provide spare clothes that will be kept in their classroom.

It is essential that parents/carers recognise they are responsible for any training and/or changing routines for their child.

School is not responsible for toilet training any pupil.

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**

If a pupil with Special Educational Needs with toileting issues has an agreed Intimate Care Form (Appendix 1), this allows the child's toileting needs to be met by an adult who has been designated to support the pupil plus another staff member. In all other cases, two members of staff (teacher, support staff) will help with intimate care. There is a stock of wet wipes, plastic bags and disposable protective gloves for staff to use, which they must use. If a pupil soils themselves during school time, two members of staff (teacher, support staff) will help the pupil 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
- Double wrap soiled clothes in plastic bags 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 Perryfields Primary School and Perryfields Pre-school to provide intimate care' (Appendix 1) ("Intimate Care Form").

With regard to the care of pupils who regularly soil themselves and their participation in school trips, school recognises that day trips and residential visits enrich the learning experience for all pupils. To this end, school will facilitate the pupil's participation in school visits by inviting where possible, a parent/carer to attend the trip. However, school will not make parents/carers feel obliged to attend school visits in order to provide support with toileting issues and needs will be met through the provision of two suitably trained members of staff.

Perryfields Primary School and Perryfields Pre-school are inclusive, committed to ensuring all pupils have equal access to education, including school trips and physical education, and that none are excluded because of medical conditions.

### **Staff responsibilities with Non-SEN children**

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.

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 that a pupil is reluctant and refuses to visit the toilet, their parent/carer will be contacted to discuss any underlying issues.

Our intention is that pupils will never be left in soiled clothing, and as soon as a member of staff is aware of the situation, they will support the child to change into clean clothes or telephone the parent/carer. The member of staff responsible will check the pupil regularly to ensure that he/she is clean before leaving to go home.

It is intended that no pupil will 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 pupils in their efforts to gain these skills.

## Appendix 1

### PERMISSION FOR PERRYFIELDS PRIMARY SCHOOL and PERRYFIELDS PRE-SCHOOL TO PROVIDE INTIMATE CARE

Perryfields Primary School and Perryfields Pre-school encourages its pupils to have completed toilet training upon entry to school, yet we also understand that accidents sometimes occur. If your child is regularly soiling/wetting themselves, please provide school with a spare set of clothing. 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 .....