Burchetts Green CE Infant School

Toileting and Continence Policy

Aims of Policy
Achieving continence is a developmental milestone usually reached within the context of learning in the home before a child enters school. However, for some children the skill of independent toileting has not been fully acquired and needs to be supported at school.

We aim for our children to

• “Be ready for school” and
• “Achieve personal and social development and enjoy recreation”

These aims underpin our desire to support children as they endeavour to reach continence.

Principles of the Policy
The Early Years Foundation Stage Curriculum includes Personal and Social and Emotional Development as a curriculum strand and specifies planning for “the development of independence skills, particularly for children who are highly dependent upon adult support for personal care.” The Stepping Stones include reference to children being able to “dress and undress independently and manage their own personal hygiene.” Therefore, children entering our Foundation Stage (reception) who have not achieved continence or developed independent toileting skills will:

• Not be discriminated against in relation to their admission to school
• Be supported with their toileting needs to help develop concern for their own personal hygiene, independence and well-being

Health and Safety
The school has the following health and safety procedures in place for when a child accidentally wets or soils whilst on the premises (i.e. spillages of bodily fluids)

• Staff to wear aprons and disposable gloves whilst changing a child;
• Soiled clothing to be double wrapped and kept separate until collected by parents;
• Changing area/toilet to be cleaned after use;
• Hot water and soap available to wash hands as soon as changing is done;
• Hot air dryer or paper towels available to dry hands

Facilities
Staff should ascertain the most suitable area for assisting a child to change after an incident. This is most likely to be in the staff/disabled toilet but could be in a children’s toilet area. Staff should be aware that:

• Changing should not take place behind locked doors but in an appropriate area where privacy and dignity can be maintained during the process
• The child should not be made to feel uncomfortable or in any way that they are a nuisance Asking or telling parents to come and change their child (unless the parents have expressed a preference for this) is likely to be a direct contravention of the Disability Discrimination Act. Additionally, deliberately leaving a child soiled could be considered to be a form of abuse.
Child Protection
The normal process of assisting with personal care, e.g. changing a child’s clothes, should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to supervise the process to ensure that abuse does not take place. All staff appointed at Burchetts Green have enhanced DBS checks which are carried out to ensure the safety of children and staff.

Partnership Working
Parents are invited into school for a pre-admissions meeting. During these meetings parents are provided with opportunities to discuss any concerns they may have and the involvement of other agencies if necessary, e.g. Health Visitor, Inclusion Support Team. Issues around toileting can be discussed with the Reception Teacher and/or the Head Teacher during the admissions process.

The Parents/Carers will:
- Provide a change of clothes
- Understand and agree the school procedures followed during changing
- Agree to inform the school should the child have any marks/rash
- Agree to review the arrangements, in discussion with the school, should this be necessary

The School will:
- Agree to change the child should they soil themselves or become wet
- Agree to report to the Headteacher should the child be distressed or if marks and rashes are seen
- Agree to review arrangements, in discussion with parents/carers, should this be necessary
- Agree to implement an individual toileting management plan if this is required

Procedure for Personal Care in School
- Agreed changing area to allow child privacy/dignity
- An appropriate member of staff will be identified to change child including another named person in case of illness/absence.
- Staff to be provided with disposable gloves (not latex); a disposable apron, wipes to wash the child and bags for soiled clothes
- Child to be encouraged to participate in the changing process as/if appropriate e.g. wiping themselves, pulling up their pants etc.
- Child to be cleaned (with water or anti allergic baby wipes) if necessary and changed
- Clothes to be placed in a bag and returned to parents
- Changing area to be thoroughly cleaned

This policy will be reviewed every three years by the Education Committee or more recently in light of any relevant changes in legislation.

This policy was approved at a meeting of the Education Committee on 1 May 2019
Home and School Agreement for Toilet Management

Parental Responsibilities:
- To ensure that the child uses the toilet at latest possible time before coming to school
- To provide a change of clothing
- To inform the school of any marks or rashes
- To continue to implement a toilet training programme at home
- To discuss any proposed changes to toileting procedures with the school.

School’s Responsibilities:
- To change the child when soiled or wet following the agreed procedures
- To follow a toilet training programme at school
- To report to the parent if the child becomes distressed or if mark/rashes are seen
- To ensure where possible that the child will be changed by agreed members of staff
- To discuss any proposed changes to toileting procedures with the parents/carers.

Child’s Name ………………………………………………………………………

Parent/Carer’s
Signature……………………………………………………………………

Class Teacher’s
Signature……………………………………………………………………