

# Temple Meadow Primary School



Temple Meadow  
Primary School  
Growing together, learning together

## Toileting and Self-Care policy

*Safeguarding Policy Statement -*

*This policy is part of the wider umbrella of Keeping Children Safe in Education - and Temple Meadow's Safeguarding and Child Protection Policy.*

**Policy Ownership: SLT / SENCO / H&S Lead**

<b>To SLT:</b>	June 2022
<b>To Staff:</b>	June 2022
<b>To Governors:</b>	June 2022
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<b>Amendment:</b>	My Concern added in July 2020
<b>Next Review Date:</b>	June 2023

## Aim and rationale

At Temple Meadow Primary School we are 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 do so in a professional and safe manner at all times. We are committed to ensuring that children are treated with sensitivity and respect.

Temple Meadow Primary School and Nursery recognises that some children with specific needs which may include SEND needs will require support with toileting and/or nappy changing. Some children joining our EYS may not as yet be toilet trained. Additionally, across the school children may have a toileting accident or SEND need potentially linked to an illness. The aim of this policy is to ensure that appropriate provision is made for all children.

## Associated policies

- Staff Handbook.
- Safeguarding Policy
- H&S policy
- SEND policy
- Accessibility and Disability Plan.

## Role and responsibilities

### Roles and responsibilities of parents

Nursery and Reception parents	In Nursery if children have a lot of wet changes/nappy changes at home, parents are to bring in a spare change of clothing/nappies/wipes. This will be discussed during their home visit. In Reception ensure their child has a PE kit in school to change into in the event of a toileting accident and replenish items once soiled.
Year 1-6 parents	Ensure their child has a PE kit in school to change into in the event of a toileting accident and replenish items once soiled.
SEND	Children identified as having an additional need, which may include toileting, parents must provide a spare change of clothing to be in school at all times, including underwear and shoes and responsible for replenishing after use. Sign and agree to consent for their child to use wipes in school.
All parents	Inform school regarding any medical conditions that may affect their child's ability to independently toilet.
All parents	Ensure school have up to date contact details in order to contact them in the event of toileting accident which requires their assistance.

### Roles and responsibilities of Temple Meadow staff

Early Years staff	Monitor weekly to ensure that all appropriate equipment in correct location and inform the admin team reg requirements .
Early Years staff	<b>Follow nappy change procedure ensuring all disposable items are removed appropriately</b>
Early Years AHT	Ensure regular monitoring of changing log and ensure agenda items allow for standard H&S issue to be raised.
KS1 & The Hub	Monitor weekly to ensure that all appropriate equipment in correct location and inform the admin team reg requirements
The Hub	Follow nappy change procedure ensuring all disposable items are removed appropriately
KS1 AHT	Ensure regular monitoring of changing log and ensure agenda items allow for standard H&S issue to be raised.

KS2 AHT	Ensure appropriate rota in place to maintain monitoring of spare clothes and equipment e.g. wipes and disposable white bags located in KS2 changing rooms. Inform the admin team when further supplies required.
Admin team	Order supplies as requested by class teachers/LSPs SAO – weekly task re changing log to DSL – see monitoring section below
Pastoral team	To support families and children experiencing difficulties by engaging wider agencies e.g. school health nurse
SENDCo	Appropriate risk assessments are completed
All staff	Ks1 and Ks2 staff to send a <a href="#">My Concern entry</a> to inform the DSL regarding toileting accidents Early Years staff to send a My Concern entry if they have any concerns about a child's toileting needs.

## What is intimate care?

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 too young to, or are unable to do without support. Intimate care tasks are associated with bodily functions, bodily discharges and personal hygiene that demands direct or indirect contact with, or contact with intimate personal areas. Examples include support with dressing and undressing (underwear); changing incontinence pads and nappies, helping someone use the toilet or cleaning/washing intimate parts of the body; cleaning a pupil who has soiled themselves or any issue associated with bodily fluids. It is also associated with other accidents that may require a child to remove their clothes. When cleaning an intimate part two members of staff must be present. These include changes required as a result of water play, messy play, sickness and for example being caught in a rain storm. Very young or disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support as they progress through the school.

## Safeguarding considerations

Ideally, changing procedures will be carried out by two staff members. See Changing Protocol. Sensible, professional discretion needs to be applied. For example, by in EYFS by leaving the door ajar other adults within the EYFS setting can support if required. Across the school staff use the appropriate pupil toilet facility and seek to engage support from a second member of staff. Where this is not practical or possible they ensure that the door is left slightly open to allow them to seek support from a colleague appropriately. For SEND procedures linked to The Hub a designated area has been set up to support safe changes. Currently this is a room within the Key Stage One building.

Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded on My Concern and immediately inform the DSL/ Headteacher regarding Safeguarding and/or person of trust concerns. If a child has been sent home and there has been a conversation between the parent and teacher/LSP this also needs to be added onto My Concern.

## Practicalities

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, we recognise that children will join Temple Meadow Primary school, having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this inclusive schools such as Temple Meadow may have children with disabilities and medical conditions that require support with their personal and intimate care needs.

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 always allowed to do so. Although they are encouraged as they progress through the school to use the toilet during break times.

## Resources to support toileting and self-care

School maintains the following stock:

- Wipes
- Nappy sacks
- Apron
- Gloves
- Sanitiser
- Changing roll
- Range of spare underwear as required
- A basic stock of sanitary products.

## How we support Toilet Training

A key element of the EYFS framework is developing key skills linked to self-care as part of the developmental stages. We support toilet training by:

- Discussions with Parents/Carers at the point of initial home visit
- School Readiness leaflet provided with new starter pack
- We ask Parents/ Carers to bring in pull ups and a spare set of underwear
- EYFS team active communication daily re Toileting
- EYFS team monitor and escalate to School Nurse and PSK team appropriately.
- Explore the use of reward chart for use in school and at home
- School Nurse available during Parents Evening events
- School Nurse referral made by PSK team if required

## Changing protocol

Nappy Changing Protocol
For children with SEND needs a toileting Risk Assessment would become part of their overall provision.
Ratio- one adult with nursery disabled toilet door open (apply discretion regarding second adult needed)
Location- Nursery disabled toilet
Gather all the necessary items needed before each nappy change including: <ul style="list-style-type: none"><li>• Nappy</li><li>• Wipes</li><li>• Nappy sack</li><li>• Apron</li><li>• Gloves</li><li>• Sanitiser</li><li>• Changing roll.</li><li>• Face mask</li></ul>
Wash and dry your hands.
Put on gloves and apron. You must use a new set of gloves and apron for each nappy change.

Cover changing mat with hygiene roll before placing child on a changing bed.
Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
If the child's clothes are soiled, you must bag them separately and send them home. Label bag and place in box under changing bed.
Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a nappy bin.
Put on a clean nappy.
Take off gloves and apron and place them in a bin.
Dress the child.
Help the child to wash their hands in nursery children's toilets.
Wash your hands.
Return the child back to the classroom.
Return to the nappy changing room and use Dettol wipes and paper towels to clean the changing mat, and underneath the mat and then wash your hands.
Complete nappy changing record in the folder located in the nursery disabled toilet.

## Toileting accidents protocol

	Toileting accidents			
	Early Years	The Hub	Key Stage 1	Key Stage 2
	Ratio- one adult with nursery disabled toilet door open (apply discretion regarding second adult needed).  Two adults when intimate areas are being cleaned.	Ratio- one adult with KS1 disabled changing facility door open (apply discretion regarding second adult needed).	Ratio- one adult with child toilet door open (apply discretion regarding second adult needed).	Ratio- one adult with child toilet door open (apply discretion regarding second adult needed).
	Location- Nursery disabled toilet	Location- KS1 building- toilet	Location- KS1 building- toilet	Location - KS2 building- toilet Clifton Building – staff toilet
	Gather all the necessary items needed: <ul style="list-style-type: none"> <li>• Wipes</li> <li>• Nappy sack</li> <li>• Apron</li> <li>• Gloves</li> <li>• Sanitiser</li> <li>• Changing roll</li> <li>• Face mask</li> </ul>	Gather all the necessary items needed: <ul style="list-style-type: none"> <li>• Wipes</li> <li>• Nappy sack</li> <li>• Apron</li> <li>• Gloves</li> <li>• Sanitiser</li> <li>• Changing roll</li> <li>• Face mask</li> </ul>	Gather all the necessary items needed. Adult facilitating provides spare change of underwear and wipes if necessary (adult to support using wipes if necessary). Child puts on PE kit (adult assistance as required).  School will contact Parent/Carer to request	Gather all the necessary items needed. Adult facilitating provides spare change of underwear and wipes if necessary (adult to support using wipes if necessary). Child puts on PE kit (adult assistance as required).

		that change of clothing is brought to school as a priority. Please ensure correct PPE is worn	School will contact Parent/Carer to request that change of clothing is brought to school as a priority. Please ensure correct PPE is worn
Wash and dry your hands.	Place used wipes into nappy bag and adult to dispose of nappy bag into Early Years disabled toilet bin	Place used wipes into nappy bag and adult to dispose of nappy bag into Early Years disabled toilet bin	Place used wipes into nappy bag and adult to dispose of nappy bag into KS2 disabled toilet bin
Put on gloves and apron. You must use a new set of gloves and apron for each change.	Put on gloves and apron. You must use a new set of gloves and apron for each change.	Child puts soiled clothes into plastic bag provided by school and adult places bag in KS1 adult toilet.	Child puts soiled clothes into plastic bag provided by school and adult places bag in KS2 disabled toilet.
Cover the changing bed with hygiene roll. Place the child on a nappy changing bed. <b>See guidance below re moving and handling.</b>	Cover the changing bed with hygiene roll. Place the child on a nappy changing bed. <b>See guidance below re moving and handling.</b>	Child and adult wash their hands.	Child and adult wash their hands.
Remove the child's soiled clothing.	Remove the child's soiled clothing.	Adult to complete My Concern and ask Office to inform Parent/Carer.	Adult to complete My Concern and ask Office to inform Parent/Carer.
If the child's clothes are soiled, you must bag them separately and send them home. Label bag and place in box under changing bed.	If the child's clothes are soiled, you must bag them separately and send them home. Label bag and place in box under changing bed.	At end of the school day adult to retrieve the soiled items and handover to parent.	At end of the school day adult to retrieve the soiled items and handover to parent.
Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a nappy bin.	Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a nappy bin.	<b>Parents may be contacted prior to end of the day if assistance is required dependent upon the severity of the accident.</b>	<b>Parents may be contacted prior to end of the day if assistance is required dependent upon the severity of the accident.</b>
Put on clean underwear.	Put on clean underwear.		
Take off gloves and apron and place them in a bin.	Take off gloves and apron and place them in a bin.		
Dress the child.	Dress the child.		

Help the child to wash their hands in nursery children's toilets.	Help the child to wash their hands in nursery children's toilets.		
Wash your hands.	Wash your hands.		
Return the child back to the classroom.	Return the child back to the classroom.		
Return to the nappy changing room and use Dettol wipes and paper towels to clean the changing mat, and underneath the mat and then wash your hands.	Return to the nappy changing room and use Dettol wipes and paper towels to clean the changing mat, and underneath the mat and then wash your hands.		
Complete changing record in the folder located in the nursery disabled toilet.	Complete changing record in the folder located in the nursery disabled toilet.		

## H&S considerations

### Moving and handling

When supporting pupils with toileting needs linked to table changing, staff should ensure that safety measures outlined in the 'Access steps for changing' risk assessment are adhered to, in order to reduce the risk of injury. Only staff who have undertaken appropriate training should conduct activities that involve the moving and handling of pupils.

### Medical care Plan/Risk Assessment

If a pupil is subject to a medical care plan/risk assessment, they may have specific care needs linked to their toileting requirements. Specific requirements may include supervision, adult PPE and/or safe disposal. Staff should consult the individual care plan/risk assessment for guidance in this instance.

### Waste Disposal

Waste generated from toileting activities must always be segregated from domestic and clinical waste. Appropriate hygiene supplies; provided by the school, should be used to safeguard staff and the environment from contamination. Supplies provided include:

- Gloves
- Aprons
- Changing roll
- Wipes
- Nappies
- Nappy Sacks
- Face mask

Upon completion, all used items should be collated in a nappy sack, and disposed of in the nappy bins provided in both the KS1 and KS2 buildings. The nappy bins are subject to a regular collection schedule. Should staff encounter and bins that are full and therefore not fit for purpose, the Site Team should be contacted and informed without delay.

## **Monitoring and review of changing records**

- SAO will scan toileting and self-care logs from the following locations: Nursery disabled toilet and The Hub changing area. KS2 agreed SEND log.
- SAO emails the scans to the DSL (Headteacher) for their information, to SPSK who will make connections with the Safeguarding caseload in school. SPSK to direct PSK team to log toilet incidents on individual pupils My Concern profiles.
- SAO emails the scans of the Nursery log to EYFS AHT who will add agenda items for phase.
- SAO emails the scans of The Hub log to YEAR 1 AND 2 AHT who will add agenda items for phase.
- SAO emails the scans of any agreed KS2 SEND pupils tracker to SPSK, SENDCo and Phase Leader.
- Key Stage Two Toilet logs are recorded directly on My Concern.

## Appendices

### Toileting and Self-Care Log

Child's Name	Date	Time	Location	Changed by (Initials)	Type of change e.g. wet, soiled	Reviewed by Phase Leader