



## EVELYN STREET PRIMARY SCHOOL TOILET TRAINING STATEMENT

This information is in conjunction with the school's intimate care/close personal contact policy.

If the school is approached by a parent/carer, we will carefully and sensitively ascertain whether the reason for the child not being continent is due to a disability and/or medical condition. If possible we will also contact Health Care professionals for advice, where we have parental permission for this.

If the reason for the incontinence is due to a disability and/or medical condition, we will then: -

- Recognise the child's needs and potential need for EHC Plan.
- Develop an Individual Toilet Protocol for the child.
- Decide who will implement the protocol.

The school has 'loco parentis' and the school will ensure that we have suitably qualified staff in the Early Years. It is part of a Classroom/Welfare Assistants Job Description, to meet the hygiene needs of children. Staff will be offered training in fulfilling the role. School will support staff with a written toilet training and changing routine. This will be discussed with the parents (see Agreement with parents).

- It is undesirable for school to ask a parent/carer to come to school to change a child, or for a child to have to wait a period of time before they are changed.
- We will also liaise with the child's Health Visitor (where the child is under five) or their nominated School Nurse (for over 5's), and SENDCO for advice, and follow the normal referral procedures.

If the reason for the incontinence is not due to a disability and/or medical condition, it is desirable for us to look at meeting the child's needs, liaising with Health Care professionals and parent/carer to develop a strategy regarding toilet training and successful admission of the child.

### Agreement with Parents

It is essential that parents/carers are involved in establishing the training and changing routine for their child. Children and parents will both have views which need to be considered if routines are to be successful. Although there may be some exceptions, the vast majority of parents need to feel supported and relaxed in the knowledge that they will be fully involved in this aspect of their child's development.

Parents must sign the Individual Toilet Changing Protocol/Consent (Appendix A).

### Guidance for staff in supporting children in becoming independent in their toileting

#### Aims

- For children to feel safe and secure if and when they need to be changed.
- For children to develop self-help skills when using the toilet.
- For adults to feel safe and secure when changing children.
- For children's privacy to be protected.

- For parents to be informed of a) changing procedures in advance and b) when their child has been changed and why.
- To record any incidences of changing.
- To consider health and safety implications.

#### Provision

- Our warm, dry, comfortable, secure toilet areas which offer privacy for the child but also protection for the adult in that it is observable by other adults where possible and where children can be encouraged to undress, clean, dry and re-dress themselves if able.
- Gloves and aprons must be worn by adults to protect against cross-contamination of bodily fluids. Baby wipes are available. These should be disposed of appropriately and safely i.e. in a sealed polythene bag.
- Children's own spare clothes and/or nappies should be brought from home to change into or as a secondary measure; appropriate, spare dry clothes are made available in school.
- Bags or other methods to contain wet clothes, which are then returned to parent/carer at end of session are provided.
- Staff will have training on lifting and handling children if nappy changing is necessary

#### Adults' will

- Deal with the situation quietly, calmly and with sensitivity reassuring the child throughout
- Encourage child to be independent in changing himself/herself where possible.
- Protect own position by always remaining on view, to alert other members of staff to what you are going to do and by only doing what is appropriate to help the child.
- Record the incident (including, date, name of child, reason for changing) on Tapestry Care Diary
- Inform the parent/carer(s) via Tapestry Care Diary and return soiled items.
- Understand a child's developmental needs and limitations.
- Liaise with parents to ensure a consistent approach and to help children develop routines of going to the toilet which will, in time, stop further incidences.
- Encourage and support links with health professionals where appropriate.

#### Home-School Liaison: Working with Parents

Much of the information required by school to make the process of intimate care as comfortable as possible for the pupil is available from the parent or guardian. As a school, we value parents as partners, and involve parent/carer(s) at every stage irrespective of the practical difficulties.

Prior to children attending Evelyn Street Nursery and Reception Classes information about methods of care and the child's own preferences will be shared during the initial Parent/Carer meeting. This information forms the basis of a personal care programme for each child, which will change, as the pupil's own skills develop. The changes should be discussed with the family as an integral part of the pupil's educational programme.

Parents of children with medical problems requiring possible emergency treatment in a public place should be asked about their own procedure for dealing with such an emergency. Where possible, the same routines should be followed to give consistency of approach and offer reassurance to the child in a potentially frightening situation.

It is also important that the parent is informed of the school's routines for care both in school and on outings e.g. going to the swimming pool, where the facilities may require a change in the way staff carry out their duties.

## CHILDREN WHO ARE NOT TOILET TRAINED

### Individual Toilet Changing Protocol/Consent

Childs name \_\_\_\_\_

- Staff to encourage child to visit toilet regularly throughout session
- If a soiling accident occurs child will to be cleaned and changed by the staff using the following equipment provided by home:

Wet wipes

Pull-ups/Nappies (where appropriate)

- Parent/Carer should check child's bag each evening at home and spare clothes etc replaced.
- It will be necessary for staff to see child undressed and have contact with child's anus/vagina/penis to ensure child is thoroughly clean.
- Staff will wear plastic gloves and an apron to be provided by the school/setting.
- Staff to log changing incidences/times on a daily basis and inform Parents via Tapestry Care Diary
- Soiled pull-ups/nappies to be disposed of in the nappy bin (located in central waste area).
- Changing procedures to be reviewed termly by the SENDCO, Class teacher, TA, Head teacher, and parents as part of the Individual Education Plan.

Signed \_\_\_\_\_ Parent/Carer

Date \_\_\_\_\_

### Advice

One of the main keys to success is a consistent approach in all environments, home, nursery, school, etc. Developing a consistent procedure that is carried out while directing the child through developmentally appropriate clean-up activities. Relaxed little children find toileting easiest.