

Bell Farm Primary School

Intimate Care Policy



Introduction

This policy provides guidance on good practice for promoting inclusion and ensuring the wellbeing of all children. It is important that the school ethos of developing strong and supportive partnership with parents informs all actions when dealing with sensitive issues of toileting.

Context

Whilst the majority of children in this age group will be reliably toilet trained by 3, there are some children who take longer to achieve this. There are also children with additional support needs who may not be toilet trained until they are considerably older and have rights and expectations under the Equality Act 2010.

Children who are not yet toilet trained or who are still having “accidents” should have their needs met within the school.

Toilet Training

We are very much aware that children will come to the nursery or The Hive COIN centre at all different stages of potty training. In order for us to assist in their progression, we ask that they attend school in pull-ups rather than nappies thus enabling them to take part in toileting times.

Toilet Time

In the nursery, children will be encouraged to go to the toilet with a member of staff at regular intervals during the session. Older children are given more freedom in choosing when they toilet themselves in preparation for reception. However, all children are supervised and taught the importance of washing hands and self-help skills regarding toileting. Parents will be asked to dress their child in clothing that they can fasten and unfasten themselves, as we encourage them to be independent. In The Hive, children are encouraged to go to the toilet throughout the day with support from a member of staff. Reward charts are used to encourage children to use the toilet rather than go in their pull-up. Pull-ups are also checked regularly throughout the day in order to be changed if a child hasn't drawn attention to this themselves.

Note: children may also go to the toilet at any time they require with a member of staff when necessary.

Parents/Carers

In nursery and The Hive, parents/carers will be asked to supply a named bag containing spare pull-ups, nappy sacks, wipes and a change of clothes. In reception, parents/carers are asked to supply just a change of clothes in the expectation that their child should be toilet trained. Staff and parents will work together to agree a toileting programme to support the child, if required.

School staff will follow the procedures below when dealing with wet or soiled children.

Procedures

- One member of staff is to be in the toilet with the child with the door open and, where possible, a second member of staff will stand by the door to supervise and assist if necessary. There is a changing mat available in the nursery disabled toilet and in Honeybees classroom as well as the mainstream Reception classrooms for children who access The Hive.
- Children should at all times be treated with a high level of care, dignity and sensitivity if they require changing.
- It is expected that staff will change children as soon as they need it.
- The staff member will wear plastic gloves.
- The nursery should have polythene bags/nappy sacks for storing soiled clothing and wipes available for use in changing children. (Parents will be asked to let staff know if their child has an allergy to wipes.)
- Soiled clothes will be bagged up and sent home at the end of the day.

- A log should be kept of when a child has been changed.
- Parents should be informed of these occasions with discretion and sensitivity, when they return to pick up their child. Whenever possible, this should be carried out in private.
- Children new to the nursery setting can regress initially or ‘forget’ their training and may be prone to accidents when playing in water or when engaged deeply in play. This should be regarded as expected and dealt with in this light.
- If a child has regular and ongoing accidents then the staff member should talk to the parent in private at the earliest opportunity. The situation should be fully discussed, the possible reasons behind it explored and an individual toileting programme may need to be drawn up (see Appendix 1). Parents can make an appointment, through the school office, to see the school nurse for support. Parents could also ask for help from their health visitor, which is a free service and an entitlement until their child joins Reception.

On rare occasions, it may be necessary to phone a parent if a child has had an episode of soiling during a session **and if** the child is very upset or ill **and** needs to go home. ***This procedure should not be used unless it has been agreed, in advance of contacting parents/carers, with a member of the leadership team. The child should have the soiling removed immediately and be cleaned up and left in clean clothes or pull-ups until the parents or carers arrive to take the child home.***

Further information can be found in ‘Intimate Care and Supporting Children to use the Toilet Policy by the Graduated Response Early Years SEND Team (contact earlyyearsadvisors@surreycc.gov.uk).

Status of Non-statutory Policy	Date
Created by unknown	June 2013
Policy reviewed	July 2021 & December 2021
Agreed by Staff	Sept 2021
Agreed by Governors	N/A
Review	Every two years (July 2023)

Appendix 1

Exemplar of Individual Toileting Programme

First discuss the situation in private with the parents/carers, focussing particularly on:

- What is happening in the child's life? Have there been any recent changes in health, diet, home environment or routines (e.g. new baby, parental separation)?
- Are there any routines or aspects of toilet area which are different from the child's experiences at home?
- Might there be sources of anxiety about access to, or use of, the toilets?
- Might there be anything else stopping the child from feeling relaxed about going to the toilet?
- Explain your policy and practice to parents and give them a copy.
- Find out if there is a pattern of when accidents happen (for example a particular time during the session or during particular play activities). This may necessitate focussed observations.
- Feedback to parents on any findings.
- Draw up an individual toileting programme with the parent or carer.

The programme

Agree with parents/carers that:

Their child will be sent in pull-ups or ordinary pants and not nappies (unless in very exceptional circumstances of additional support needs).

A programme will be set up for the child which:

- Is compatible with the child's habits and patterns and all children's needs for privacy and appropriate care.
- Includes frequent visits to the toilet.
- Fits well with the daily routine of the nursery so visits to the toilet can be predictable and consistent.
- Allows accidents to be anticipated and therefore helps work towards preventing them.
- Includes a reward system.
- Includes record keeping so that progress and success can be measured.
- Makes clear when feedback will be given to parents/carers on the child's progress.
- Is shared and understood by the whole team.

If necessary

Consult external agencies with parental agreement, for example Health Visitor or School Nurse, only after you have considered the following:

- Is the wetting or soiling unusual for the child's age or stage of development?
- Has the toileting programme been unsuccessful?
- Have you made all the reasonable adjustments and minor alterations you can to make the child (and parent) feel more relaxed and confident about using the toilet?