



TOILETING POLICY 2018

1. Introduction

- 1.1 We recognise that there will be certain occasions when a child experiences problems of continence. Croft CE Primary is committed to ensuring that all children during a short or extended period of incontinence are treated with respect and dignity at all times.
- 1.2 We will ensure that the child's dignity is observed at all times by:
- discussing the personal care needs of the child with his/her parent(s)/carer(s);
 - ensuring that staff who assist with toileting are aware of the child's needs and undertake their duties in a professional manner;
 - ensuring that staff who assist with toileting have a high awareness of child protection issues and have undertaken Health and Safety training;
 - ensuring that the behaviour of staff who assist with toileting is subject to scrutiny in order to safeguard both the child and the member of staff.

2. Our approach to best practice

- 2.1 Croft CE Primary as a basic principle will support a child to achieve the highest level of independence that is possible, given his or her age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child the responsibility for washing him or herself.
- 2.2 Where a child inadvertently soils him or herself, staff will assist and encourage the child to remedy the situation as soon as possible. At all times the child's right to privacy will be respected.
- 2.3 Where a child has an extended period of incontinence due to a medical condition, emotional upset, trauma etc, the School will ensure that each child has a right to privacy. Consequently, careful consideration will be given to each child's situation to determine how many carers might need to be present when a child requires assistance. The approach of Croft CE Primary will be to ensure that the child will be assisted by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons will be clearly documented as part of the School/Parent Agreement
- 2.4 Wherever possible the child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in assisting the child with his or her toileting needs. The approach has been taken to ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the assistance being carried out by a succession of different staff.
- 2.5 Each child will have an assigned senior member of staff to whom he or she can communicate any issues or concerns that they may have about the quality of assistance they receive.

3. Partnership with Parent(s)/Carer(s)

- 3.1 As stated previously in paragraph 1.1 Croft CE Primary is committed to ensuring that children are at all times treated with respect and dignity. We believe that parent(s)/carer(s) play a vital role in terms of ensuring this commitment, and to this end, Croft CE Primary will always discuss with them the needs of their child.
- 3.2 When discussing with parent(s)/carer(s) the toileting needs and assistance required for their child/young person, we will:
- Explain what parent(s)/carer(s) can expect from the school;
 - Explain what the school can expect from the parent(s)/carer(s);
 - Agree with the parent(s)/carer(s) the exact nature of the assistance required i.e. use of wipes, change of clothes and underwear, use of incontinence pads, the number of staff required to assist etc;
 - Agree the continuity of supplies or continence aids if required;

- Agree how the child will be encouraged to become independent and confident in coping with their own toileting needs and also the terminology to be used with the child/young person;
 - Agree the necessity of review period(s) and the need for record keeping (see Section 4);
 - Agree when and how to contact parent(s)/carer(s) if the child becomes distressed or unwell;
 - Agree the named member of staff the child should approach if he or she has any issues or concerns regarding the quality of assistance being received;
 - Obtain written consent to provide assistance to a child
- All of the above will form the 'School & Parent/Carer Agreement' (see Appendix 3).

3.3 There may be certain occasions when it will be necessary for Croft CE Primary to discuss with parent(s)/carer(s) a toileting regime for a child who is either not fully potty trained or is experiencing an extended period of incontinence. Details of the toileting regime will be added to the 'School & Parent/Carer Agreement'. As much as possible the School will seek to ensure that the needs and wishes of the child and his or her parent(s)/carer(s) are given careful consideration alongside any possible constraints e.g., staffing and equal opportunities legislation.

4. Recordkeeping

4.1 Where a 'School & Parent/Carer Agreement' is in place for a child, this will be supported by an individual written 'Toileting Record' (see Appendix 4) which will document the following:

- Name of the child;
- Name of individual(s) who provided the assistance;
- Time the child/young person was assisted;
- Nature of assistance provided;
- Use of any continence aids;
- If the child's clothing had to be changed (the record should also show which items of clothing had to be changed);
- Physical changes to the child's presentation.

4.2 The 'Toileting Record' will be reviewed on a regular basis by the individual member of staff who discussed the original 'School & Parent/Carer Agreement', and will be used as the source document when formally reviewing with parent(s)/carer(s) the 'School & Parent/Carer Agreement'.

5. The protection of children

5.1 All staff at Croft CE Primary have access to and comply with the Schools' child protection policy. If a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises, soreness etc s/he will immediately record these concerns on the 'Toileting Record' and report to the person with designated responsibility for child protection. A clear record of the concern will be completed and the appropriate action taken which is in accordance with the LA's and Leicester City, Leicestershire and Rutland Area Child Protection Committee's (ACPC) Policies, Procedures and Practice Guidance.

5.2 If a child becomes distressed or unhappy about being assisted by a particular member of staff, the School will deal with the issue(s) as a matter of priority and with due seriousness. Parent(s)/Carer(s) will be contacted at the earliest opportunity as part of this process in order to reach a resolution. The School in response to the distress/unhappiness being experienced by the child will alter staffing schedules until the issue(s) are resolved, in order to ensure that the child's needs remain paramount.

5.3 In the event of a child makes an allegation against a member of staff, all necessary child protection procedures will be followed.

6. Review of Policy

6.1 This policy will be reviewed bi-annually by the Headteacher and review monitored by our Health & Safety Committee

Date Policy reviewed	Signature of Headteacher	Signature of Chair of Governors
26 th February 2018		

**SCHOOL AND PARENT/CARER AGREEMENT FOR
[]**

What can parent(s)/carer(s) expect from *Croft CofE Primary School*

- Staff will deal sensitively with [] needs;
- Staff will encourage [] to become independent and confident in coping with his/her own toileting needs;
- Staff will contact parent(s)/carer(s) if [] becomes distressed or is unwell in order that he/she can be collected from school.

What Croft CE Primary can expect from [*name of parent(s)/carer(s)*]

- [] will discuss any specific concerns with the Head/class teacher regarding their child's toileting needs;
- [] accept that on occasions their child may need to be collected from school

Exact nature of assistance that is required for []

Continuity of supplies/continence aids

[] will be encouraged to become independent and confident in coping with his/her own toileting needs by:

The terminology that will be used with [] is:

The 'School & Parent/Carer Agreement will be reviewed:

[] are to be contacted in the following manner when [] becomes distressed or unwell:

The named member of staff that [] can speak to if he/she has any issues or concerns about the assistance he/she is receiving will be:

Signed

(Parent/Carer)

Signed

(Head/class teacher)

Date

TOILETING RECORD FOR []

Name of individual(s) providing assistance

Date Toileting Record Started

Date Toileting Record Finished

Description of assistance required:

<i>Date</i>	<i>Time</i>	<i>Nature of assistance provided</i>	<i>Use of any continence aids</i>	<i>Change of clothing (please describe what items of clothing had to be replaced)</i>	<i>Physical changes to presentation</i>	<i>Initials</i>