



**LAYFIELD PRIMARY
SCHOOL**

**Toileting Policy
February 2019**

Review date: February 2019

Aim of policy

1. To maximise access to pupils' toilet facilities during the day to promote the health, wellbeing and learning opportunities of all pupils.
2. To provide good quality toilet facilities throughout the school.
3. To ensure that appropriate provision is made for children with SEN or medical needs which may result in self-help or toileting issues.

Objectives

- To keep all toilets open and available to pupils throughout the school day. While pupils can use toilet facilities at break and lunchtimes if they need to, we ensure pupils have access at all times. We recognise that toilet needs are highly individual and do not conform to regimental timetables.
- To cut down on the need for pupils to leave lessons, we will provide regular and frequent enough toilet breaks throughout the school day.
- To recognize that some pupils only feel comfortable going to the toilet when others are not around and will allow children to quietly use the toilet without adverse comment when we are aware that this is the case.
- To ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including pupils with disabilities and special needs, with adequate lighting, fixtures and fittings.
- To ensure the toilet and washroom facilities cater for the needs of all pupils from ethnic and religious communities, and ensure these needs are met in a sensitive, informed and appropriate manner.
- To ensure that the toilet facilities provide visual and aural privacy for users.
- To ensure that all toilet areas have properly maintained supplies at all times of warm and cold water, soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height.
- To ensure sanitary disposal units in female toilets for girls in upper Key Stage 2, serviced on a regular basis. Sanitary protection is available for girls upon request.
- To supervise the toilets at break and lunchtimes, if pupils perceive the need.
- To actively seek the views of the whole school community in relation to any concerns about toilet provision and access issues (ensuring a child friendly procedure for pupils to report deficiencies or problems) and to respond seriously to these and deal promptly with any problems highlighted by the pupils.
- To actively consult and involve the pupils in managing the toilets (via the School Council or establish a working group).
- To encourage pupils to respect the toilets and each other (via the School Council, in PSHE lessons, in the Social, Emotional Aspects of Learning (SEAL) programme).

SEN and inclusion

4. If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEN & disability act 2001 & part 1V of the disability Discrimination act 1995.

Toileting and the Foundation Stage Profile

5. Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to "Dress and undress independently and manage their own personal hygiene".
6. Where toileting is a concern, school will work with parents to secure support from the Family Outreach Worker, GP or other professional. Parents are expected to provide suitable changes of clothing to support school in meeting the needs of their child. The wearing of nappies or pull-ups is not allowed as this does not support the child in rapid progress towards being fully toilet trained.

Intimate Care in Key Stage 1 and Key Stage 2

7. We will change children for odd 'accidents' but not routinely as part of day to day personal care. Should a child regularly wet or soil themselves, we will meet with parents to discuss support from school and other professionals that will be required to meet the child's needs. A care plan may be required to ensure that roles and responsibilities are clear to everyone involved.
8. Any child that soils or wets will not be changed by any member of staff unless the child requires support. In such circumstances the child's dignity is of paramount concern. Staff should refer to the Intimate Care policy for further guidance. A private secure room (such as our disabled toilet) where the child may change on their own will be provided. We will supply wet wipes, clean clothes (to the best of our ability out of the 'spares box') and a carrier bag.

Parental responsibility

9. Prior to starting school, prospective parents will be reminded of the schools' expectation that pupils should be toilet trained before they start school. It will also include a sharing of this policy during school home visits as well as during parent's induction meetings in school. If a child is not fully toilet trained before starting school, the parents / carers must inform the school. The child's needs will be discussed and reasons for the child not being fully toilet trained will be recorded.
10. Parents will be required to attend school should staff feel that this is appropriate. Parents should make every effort to come to school to support staff, should this be to help change their child, and should bring a clean set of clothing. Parents would also be required to come to school should staff feel that the child is unwell and requires taking home or to the GP.
11. It is essential that parents / carers recognise they are responsible for any training / changing routines for their child.
12. School is not responsible for toilet training a child, however we will endeavour to establish routines that will support a training programme and work with parents to secure good habits.
13. Staff responsibilities
14. Support staff will be expected to undertake tasks associated with changing children who are incontinent. This will form part of the child's Care Plan.
15. There may be other exceptional circumstances, such as when the child is clearly unwell when staff are expected to support children in changing.
16. Staff are expected to use appropriate protective measures such as gloves, which are available from the medical room or the EYFS are.

17. The member of staff who is supporting a child in changing must ensure that they inform a colleague that they are doing this. All of our staff comply with rigorous safeguarding checks.

18. We will treat all incidents where a child soils, with dignity and respect for the child.

Older children

19. Older children who have an occasional accident and who don't need washing are likely to be able to change themselves without adult supervision. Any soiled clothing will be placed in a sealed plastic bag ready for parents to collect.