



Toileting Policy  
2020-21

**Toileting Plan**

Agreed by: <i>(name of parent/carer, staff member(s))</i>
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<b>Child/young person's Name:</b>	<b>D.O.B:</b>	<b>Date Plan Agreed:</b>
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	Details	Implemented by
<b>Working Towards Independence:</b> <i>e.g. taking child/young person to toilet at timed intervals, using sign or symbol, any rewards used</i>		
<b>Arrangements for Nappy/pad Changing:</b> <i>e.g. who, where, arrangements for privacy</i>		
<b>Level of Assistance Needed:</b> <i>e.g. undressing, dressing, hand washing, talking/signing to child/young person</i>		
<b>Infection Control:</b> <i>e.g. wearing disposable gloves, nappy disposal</i>		
<b>Sharing Information:</b> <i>e.g. if the child/young person has a napkin rash or any marks, any family customs/cultural practice</i>		
<b>Resources Needed:</b> <i>e.g. special seat, nappies/pull-ups,</i>		




Appendix C

**Agreement of Intimate Care Procedures for a  
Child /Young Person with Complex needs**

The purpose of this agreement is to ensure that both parents/carers and professionals are in agreement with what care is given, who is providing the care and that the appropriate training is given.

Teaching of the care procedure may be carried out by the parent/carer or by the professional experienced in that procedure.

When the parent/carer and/or professional are agreed the procedure has been learned and the staff carer feels comfortable with, and competent to administer that procedure this record should be signed by the parties. One copy should be given to the staff carer, one retained in the staff carer’s personnel file and one filed in the child/young person’s medical health record.

Child/young person’s Name.....

Procedure.....

.....

.....  
.....

.....  
.....

Staff Carer's  
Name.....

Staff Carer's  
Signature.....Date.....

**Parent/Carer and/or Professional**

I have taught the above procedure to the named staff carer and have assessed him/her as able to perform the care as instructed.

Signed.....Date.....

Designation.....

Date Reviewed.....Autumn term

Date Reviewed.....Spring term

Date Reviewed.....Summer term

Appendix D

**Questionnaire for Parents**

This questionnaire is to help us set up a tailored programme that best suits your child. It will help us to reinforce the familiar routine, method and language you use with your child at home. Working together is vitally important to assist your child to achieve this developmental milestone.

- 1. How often is your child wet daily?
  
- 2. How often does your child soil daily?
  
- 3. Is there a regular pattern? e.g. morning, lunchtime, etc.

4. What language does your child use to indicate they are wet? If no verbal language, what signs indicate they are wet?
5. What language does your child use to indicate they are soiled? If no verbal language, what signs indicate they are soiled?
6. How do you normally change your child? e.g. on a floor mat, changing table or your lap etc.
7. Which cleansing agents do you use? e.g. water and cotton wool, wipes, etc.
8. Do you apply any powder or cream afterwards?
9. Is there anything else that would be useful for us to know about the intimate care of your child? e.g. songs you might sing, distraction toys used, rewards etc.

#### Appendix E

#### **Home/school and/or setting agreement for nappy changing**

##### **The parent/carer:**

- Agreeing to ensure that the child is changed at the latest possible time before being brought to the school and/or setting
- Providing school and/or setting with spare nappies, wipes, nappy bags and a change of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed at school and/or setting
- Agreeing to inform the school and/or setting should the child have any marks/rash
- Agreeing to a 'minimum change' policy i.e. the school and/or setting would not undertake to change the child more frequently than if s/he were at home
- Agreeing to review arrangements should this be necessary



**The school and/or setting:**

- Agreeing to change the child should the child soil themselves or become uncomfortably wet
- Agreeing how often the child would be changed
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to review arrangements should this be necessary

I give permission for (name of school and/or setting) staff to change my child during the session and use wipes and apply protective cream as necessary. I will supply nappies, wipes, creams and nappy disposal bags in a named bag.

**Child's Name** .....

**Parent/Carer's Name** .....

**Parent/Carer's Signature** .....

<b>School/Setting</b>	<b>Staff</b>	<b>Name(s)</b>
.....		

<b>School/Setting</b>	<b>Staff</b>	<b>Signature(s)</b>
.....		

**Date** .....

Appendix F

**Working towards independence record**

Child's name.....

Name of staff involved .....

I can already

I will try to

Review date.....

Parents/Carer.....

Child (if appropriate).....

Personal assistant .....

Senior management / ALNCO.....

Date.....

Appendix G

**Agreement between child and agreed adult support**

Child's name.....





Agreed Adult's name .....

**Agreed Adult**

As the Agreed Adult helping you in the toilet you can expect me to do the following:

- When I am the Agreed Adult I will stop what I am doing to help you in the toilet, as soon as you ask me.
- When you use our agreed emergency signal, I will stop what I am doing and come and help.
- I will treat you with respect and ensure privacy and dignity at all times
- I will ask permission before touching you or your clothing
- I will check that you are as comfortable as possible
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you
- I will look and listen carefully if there is something you would like to change about your Toilet Management Plan

**Child**

As the child who requires help in the toilet you can expect me to do the following:

- I will try, whenever possible to let you know a few minutes in advance that I am going to need the toilet so that you can make yourself available and be prepared to help me.
- I will try to use the toilet at break times and at agreed times
- I will only use the agreed emergency signal for real emergencies
- I will tell you if I want you to stay in the room or stay with me in the toilet
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

We will review this agreement on.....

Child (if appropriate) .....

Agreed Adult .....

Appendix H

**Useful Contacts (To be completed by setting/school)**

Name / Role	Contact Details
Teacher Adviser for EY	Anne Drewett <a href="mailto:anne.drewett@newport.gov.uk">anne.drewett@newport.gov.uk</a>
EY Educational Psychologist	Bethan Evans <a href="mailto:bethan.evans@newport.gov.uk">bethan.evans@newport.gov.uk</a>
Health & Safety Officer	
Safeguarding Officer	
School Health Nurse	
Health Visitors	

**Useful Websites:**

**ERIC:** <https://www.eric.org.uk/>

ERIC is the only charity dedicated to the bowel and bladder health of all children and teenagers in the UK.

They offer the following services:

A helpline service for families to talk to an expertly trained childhood continence advisor

- A website with information on childhood bowel and bladder problems and downloadable resources
- An online shop supplying a comprehensive range of life-transforming continence products
- Campaigns to raise awareness of the causes and treatment of children's bowel and bladder problems, to improve national paediatric continence services and the support available to children in education settings and the NHS.

**Individual Healthcare Plan for pupils with continence conditions:**  
<https://www.eric.org.uk/Handlers/Download.ashx?IDMF=66bd000a-ff98-4abb-903c-1541a216ea9e>

An Individual Healthcare Plan (IHP) is essential to ensure a child's needs are sensitively and effectively met in education settings and that all people



responsible for the child understand their needs. ERIC has produced a template IHP.

**Bladder and Bowel UK:** <http://www.bladderandboweluk.co.uk/>

The Bladder and Bowel UK is a national website and confidential helpline managed by a team of Specialist Nurses and Continence Product Information staff, who can be contacted for advice on specialist services, product information and general advice on continence promotion.

## **TOILETING POLICY FOR GLAN USK PRIMARY SCHOOL**

The following example may be used as a model policy for school and/or settings to adapt and add to as necessary.

### **Introduction**

Glan Usk Primary School is committed to ensuring that all staff responsible for the intimate care of children and young people will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child or young person should be attended to in a way that causes distress or embarrassment.

### **Definition**

In this policy 'Intimate care' is defined as any tasks which involve washing, touching or carrying out a procedure which most people carry out for themselves but some children or young people are unable to do because of physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child/young person's stage of development. Examples include care associated with toileting and menstrual management as well as more ordinary tasks such as help with washing, dressing, eating and drinking. This policy has specific reference to toileting.

### **Our approach**

In our school and/or setting, staff will follow these principles when carrying out intimate care procedures:

- Children/young people have a right to feel safe and secure.

- Children/young people have a right to an education and school and/or settings have a duty to identify and remove barriers to learning and participation for pupils of all abilities and needs

Children/young people should be respected and valued as individuals and have a right to privacy, dignity and a professional approach from staff when meeting their needs.

A child/young person's intimate care should be designed to lead to independence.

Guidance, reassurance and appropriate training will be given to our staff.

The child/young person will be supported to achieve the highest level of autonomy that is possible to reflect their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example giving the child responsibility for washing themselves.

In Glan Usk Primary School only staff of the local authority or school will assist children with toileting. All staff have been DBS checked at the appropriate level. Staff will be aware of child protection procedures.

### **Facilities and Health and Safety**

In Glan Usk Primary School changing or cleaning of children will take place in toilet/disabled toilet areas:

- Staff will wear disposable gloves and aprons while dealing with the incident
- Soiled nappies will be double bagged and placed in bin. Waste will be removed from the building at the end of the day
- Wet or soiled clothing will be bagged for the parent/carer to collect
- Changing area will be wiped down with a disinfectant wipe or gel after each use
- Running hot and cold water will be available and hands washed thoroughly with liquid soap as soon as task is completed
- Hot air dryer or paper towels will be available for drying hands
- Only water will be used to clean the child
- The child will be encouraged to participate in the changing / cleaning process if appropriate e.g. wiping themselves, pulling up their pants etc.



This policy was approved by the governing body/management on.....4/10/20..... following consultation between staff and the school's governing body/management committee.  
The policy will be reviewed on ...4/10/23.....

Version: 1.1