

Changing and Toileting Policy



Sacred Heart Primary School
Dundrum

(Updated 2019)

No child is excluded from participating in our school who may, for any reason, not yet be toilet trained or who may still be wearing nappies or the equivalent. We make necessary adjustments to our provision to accommodate children who are not yet toilet trained. We do however encourage parents to do their very best to ensure pupils are toilet trained before starting school or as soon as possible thereafter.

Staff should keep a balance between respecting the child's need for privacy and ensuring their safety when they are required to change children, change nappies or support children with toileting. It is important that there is a trust and confidence between the member of staff, child and family and therefore only adults who are familiar and known to the child should change nappies or support with toileting needs. Adults need to be Access NI checked and students, short-term or agency staff will not be asked to carry out these duties.

Staff will always praise and encourage children for appropriate behaviour and use only positive language towards the child. Children should never be told off for having an accident. Children should never be left in soiled or wet clothes or nappies. If children are left in wet or soiled nappies or clothing this may constitute neglect and may result in a disciplinary matter. We have a 'duty of care' towards children's personal needs.

Changing Nappies

Parents are requested to complete a form with their child's teacher agreeing consent for school staff to assist their child with toileting needs when required. This form must be completed before the child is admitted to Primary 1. They are asked to provide their own nappies, nappy sacks and creams if they are required. Parents will be expected to ensure each child is toilet trained and will be asked to assist with changing children when appropriate. Only in the absence of a parent will a member of school staff assist in the changing of a child. Pupils will be expected to be as independent as possible when being assisted. Children should be changed in the toilet area within the P1 classroom which is conducive to pupil privacy but also accessible to school staff when required. At all times, due respect needs to be given to the privacy of the child. Staff must wear latex gloves when changing children and baby wipes are available to use unless the parents request otherwise. All soiled items disposed of in the nappy bin. The cleaner will empty the bin each day.

Toilets

Many young children require support with using toilets independently. They are encouraged to use toilets appropriately and independently without over reliance on an adult. All children need to be taught the importance of hygiene. They are encouraged to use toilet paper, flush the toilet after use and wash and dry their hands thoroughly.

Changing children following an accident

Assigned Classroom Assistants should change children who accidentally wet or soil themselves in school, only when consent is given and in the event of a parent being unable to attend school to assist themselves. This needs to be done in a calm manner and the minimum of fuss. Staff will wear latex gloves to remove soiled items and provide the child with clean clothes. Soiled clothes need to be placed in a hygiene bag and staff must ensure

that they are taken home by the child on that day. The child's teacher needs to ensure that parents/carers are informed of any accidents.

We always encourage an atmosphere where pupils feel they can talk to an adult if they need help or support but we do understand that older children who have an accident may be reluctant to tell an adult in school. If such an incident happens and the child is soiled or wet when they come home we will always work with parents/carers and the pupil to ensure they feel more confident to tell us should such an accident happen again.

Safeguarding

Safeguarding procedures are there to protect both adults and children. Staff should take due care to ensure their own safety and the safety of the child when changing children or supporting with toileting needs. This will mean being within sight of other staff or having a second member of staff with them, although this is not a legal requirement. Staff review practice on a regular basis to ensure appropriate procedures are being followed. Any concerns raised by staff or parents/carers will be followed up using the school's safeguarding and if necessary, complaints procedures.

This policy will be updated annually.