



# Toilet Training Policy

Supporting children who are not yet fully independent in using the toilet.

### **Aim**

This policy is to support the staff of Grappenhall Heys Community Primary School in making appropriate provision for those few children who need support to help them become independent in their toileting.

### **Rationale**

We value and respect our children and want them to benefit from good provision and practice. Toileting issues should not prevent any child from accessing education. While general principles apply, it is expected that a toileting plan for each child will be personalised to meet their individual needs. Parents and practitioners should work together in an atmosphere of mutual respect within which children can have confidence.

**This policy should be read in conjunction with the school's intimate care/close personal contact policy.**

### **Purpose**

If the school is approached by a parent/carer to inform them their child may need support to help them become independent in their toileting, we will carefully and sensitively ascertain whether the reason for the child not being continent is due to the developmental age and stage of the child, or a disability and/or medical condition.

### **Disability and/or medical condition**

If the reason for the incontinence is due to a disability and/or medical condition, we will then: -

- Recognise the child's needs and complete an Individual Care and Access Support Plan to ascertain an individual toilet protocol for the child as appropriate
- Decide who will implement the protocol
- It is undesirable for school to ask a parent/carer to come to school to change a child, or for a child to have to wait a period of time before they are changed
- We may also liaise with the child's Health Visitor (where the child is under five) or their nominated School Nurse (for over 5's), and SENDCO for advice, and follow the normal referral procedures
- Individual Care and Access Support Plans to be reviewed annually or sooner as needs dictate

Parents of children with medical problems requiring possible emergency treatment in a public place should be asked about their own procedure for dealing with such an emergency. Where possible, the same routines should be followed to give consistency of approach and offer reassurance to the child in a potentially frightening situation. Extra consideration should be given for school trips or events such as swimming lessons.

## **Developmental age and stage of the child**

If the reason for the incontinence is not due to a disability and/or medical condition, it is desirable for us to look at meeting the child's needs, liaising with Health Care professionals and parent/carer to develop a strategy regarding toilet training for the child to ensure they become fully independent in attending to their toileting needs all of the time.

### **Agreement with Parents**

It is essential that parents/carers are involved in establishing the training and changing routine for their child. Children, parents and staff will have views which need to be considered if routines are to be successful. Although there may be some exceptions, the vast majority of parents need to feel supported and relaxed in the knowledge that they will be fully involved in this aspect of their child's development. Parents and school together must agree and sign the Individual Toilet Protocol (Appendix A).

### **Guidance for staff in supporting children in becoming independent in their toileting**

Aims:

- For children to feel safe and secure if and when they need to be changed
- For children to develop self-help skills when using the toilet
- For adults to feel safe and secure when changing children
- For children's privacy to be protected
- For parents to be informed of changing procedures in advance
- For parents to be informed of when their child has been changed and why
- To consider health and safety implications

### **Provision**

- An area where children can be encouraged to undress, clean, dry and re-dress themselves if able (*e.g. an area that is warm, dry, comfortable, secure which offers privacy for the child but also protection for the adult in that it is observable by other adults where possible*)
- Gloves must be worn by adults to protect against cross-contamination of bodily fluids
- Baby wipes are available and should be disposed of appropriately and safely i.e. in a sealed polythene bag
- Children's own spare clothes and/or nappies should be brought from home to change into or, as a secondary measure, spare dry clothes are made available in school
- Bags or other methods to contain wet clothes, which are then returned to parent/carer at end of session, are provided
- Staff will have training on lifting and handling children if nappy changing is necessary

### **Adults' Role**

- To deal with the situation quietly, calmly and with sensitivity
- To reassure the child
- To ensure all aims are met
- To encourage the child to be as independent in changing himself/herself as possible
- To protect own position by always remaining on view, to alert other members of staff to what you are going to do and by only doing what is appropriate to help the child and, where possible, ensure the child is supported by a member of staff of the same sex
- To inform the parents and return the soiled items
- To understand a child's developmental needs and limitations
- To liaise with parents to ensure a consistent approach and to help children develop routines of going to the toilet which will, in time, stop further incidences
- To encourage and support links with health professionals if this is felt to be appropriate

### **Home-School Liaison: Working with Parents**

When a child comes to a school for the first time, information about methods of care and the child's own preferences should be noted. This information forms the basis of a personal care programme for each child, which will change as the pupil's own skills develop. The changes should be discussed with the family as an integral part of the pupil's educational programme.

Parents are entitled to information about the school's procedures both in and out of school. If they have any concerns, these should be treated seriously and discussed with parents. It may be that parents will choose to withdraw their child from an activity if they are unhappy about the care arrangements. Equally, the Parent may have already faced the same kind of difficulty and be able to suggest possible solutions.

Policy written by:	Emma Newman Summer Term 2015
Policy most recently updated by:	Corinna Tyson May 2021
Review Date:	Summer Term 2024

## CHILDREN WHO ARE NOT TOILET TRAINED

### Individual Toilet Protocol

Name: \_\_\_\_\_

- Adult to accompany \_\_\_\_\_ to the toilet just before/after first gathering of the am/pm session
- Adult to accompany \_\_\_\_\_ to the toilet just before/after last gathering of the am/pm session
- \_\_\_\_\_ to be cleaned and changed by the adult using the following equipment provided by home: (Highlight which ones)

Pull-ups  
Wet wipes

- His/her bag should be checked each evening at home and dirty items replaced
- If soiled at other times, adult to accompany the child to the toilet to change
- It will be necessary for the adult to see \_\_\_\_\_ undress and have contact with intimate areas to ensure that he/she is thoroughly clean
- Adult will wear plastic gloves to be provided by the school/setting
- Soiled pull-ups to be disposed of in the adult toilet bins
- 'Individual Toilet Protocol' to be reviewed termly (or sooner if necessary) by the SENCO, Class teacher, TA, Headteacher, and parents

Signed \_\_\_\_\_ Parent/Carer

Signed \_\_\_\_\_ Staff member

Date \_\_\_\_\_

