



GWEITHDREFN DDEFNYDDIO'R TOILED A PHOLISI GOFAL PERSONOL TOILET PROCEDURE AND INTIMATE CARE POLICY

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REVIEW NOTES

September 2020 (update)	<ul style="list-style-type: none">● Executive Lead Teacher signature updated on page 6● Executive Lead Teacher name updated in Appendix 4
September 2021 (update)	<ul style="list-style-type: none">● Chair of the Board of Directors and Lead Teacher signatures updated on page 6● Lead Teacher name updated in Appendix 4
February 2022	<ul style="list-style-type: none">● Policy title updated to 'Toilet Procedure and Intimate Care Policy' on page 1 to reflect policy name● Some related policy names updated on page 1, including 'Safeguarding and Child Protection Policy'● Clarification added to the 'Early Years Foundation Stage' title on page 2 with '(known as Progression Step 1)' reflecting vocabulary used in Curriculum for Wales 2022. Also on pages 4 and 5● 'Early Years Foundation Stage Coordinator' title updated to 'Progression Step 1 Leader' reflecting vocabulary used in Curriculum for Wales 2022● Procedures for using the 'off-site' and 'on-site' toilets updated on pages 2 and 3 to reflect the fact that an 'on-site' toilet is now in place and that lower pupil numbers will decrease the need to use the 'off-site' toilet● Terminology updated from 'Designated Safeguarding Officer' to 'Designated Safeguarding Lead' on pages 3 and 4 and Appendix 3● The term 'Disability' added to 'Special Educational Needs' on page 4 to reflect most up to date terminology● 'Children and pupils' replaced with 'pupils and staff' on page 4● Any references to 'parents' replaced with 'parents/carers' to be more consistent throughout the document● Chair of the Board of Directors and Lead Teacher signatures updated on page 6

Ysgol Gymraeg Llundain
London Welsh School

Toilet Procedure and Intimate Care Policy

Toilet Procedure

Introduction

This guidance provides information about meeting pupils' toileting needs. It is relevant for adults who are working with:

- All children between the ages 3-11 in our care
- Young pupils who are acquiring toileting skills age appropriately
- Pupils who may have a development delay and who will achieve independence in toileting later than their peer group
- Pupils who have a disability or who require special arrangements for toileting due to medical, emotional or social needs

The guidance is based on good practice and is designed to support procedures already in place. It aims to:

- Provide advice and practical examples to staff
- Assure parents and carers that staff are knowledgeable about personal care, and that their individual concerns are taken into account
- Safeguard the rights and well-being of the pupils
- Reassure and protect the interests of staff working in a personal care capacity
- Ensure that all pupils are included regardless of their toileting needs

This Toilet Procedure and Intimate Care Policy relates to other policies including:

- Special Educational Needs and Disability Policy
- Safeguarding and Child Protection Policy
- Risk Assessment Policy
- Health and Safety Policy
- Whistleblowing Policy

Early Years Foundation Stage (known as Progression Step 1)

It is important to view toilet training as a self-care skill that pupils should acquire before starting nursery, but we will provide care should any accident occur in school. Parents must ensure that pupils within the Progression Step 1 (3-5 years of age) arrive at school with a clean change of clothes in case of an accident.

Should a pupil be experiencing difficulty in gaining independence using the toilet, a personal care plan will be written for the individual pupil and their parents to ensure that toilet training is monitored effectively and that the pupil is successfully trained as soon as possible. Progression Step 1 Leaders will be responsible for writing individual care plans and this will be monitored by the Lead Teacher.

Inclusion

Pupils have an educational entitlement irrespective of their difficulties with toileting. Following the implementation of the Equality Act 2010, the Disability Discrimination Act 1995 (DDA) and the SEN and Disability Act 2001 (SENDA), an increasing number of pupils and young people with disabilities, development delay and medical needs are being included in local early years settings and mainstream school. A number of these children require assistance with toileting. Regardless of age, these pupils fall within the terms of DDA/SENDA and the setting must make “reasonable adjustments” to support them.

No pupil is excluded from attending Ysgol Gymraeg Llundain/London Welsh School if they are not yet fully toilet trained. However, the aim is for pupils to be toilet trained by the time they join Nursery. We work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at that time.

Procedures for toilet duties

- At Ysgol Gymraeg Llundain/London Welsh School we will endeavour to maintain each pupil’s privacy
- Pupils have access to one on-site toilet as well as three nearby off-site toilets

Procedures for using on-site toilet:

- Pupils will be allowed to request to use the on-site toilet at all times
- Staff will not need to accompany pupils to the on-site toilet

Procedures for using nearby off-site toilets:

- Staff must assist and supervise the pupils to the toilets that are located off site. Further adult supervision may be needed dependent on ratios.
- Staff must ensure they remain within sight or hearing of the children without compromising children’s privacy.

- Staff will ensure the off-site toilets are in the sole use of the children during the time period. They must check toilet areas before allowing pupils to use, and ensure pupils are never alone in the toilet area with members of the public.
- Staff will ensure that boys and girls aged 8 and over use the toilets at a separate time to each other.

General procedures for using on-site and off-site toilets:

- Staff must use separate toilet facilities to pupils
- All pupils will be encouraged to adopt good personal hygiene by washing their hands properly
- Toilets and sinks will be checked regularly to make sure they are clean (refer to 'Risk Assessment Policy')
- Staff will remind pupils to use the toilet regularly
- Activities and routines will also include reminders about the need for good personal hygiene
- For new or nursery pupils, they will be shown the toilet area during pre-school visits to help promote confidence and familiarity in a new environment
- Parents of pupils under 5 are requested to send a bag containing a clean change of clothes for their child in case of accidents. This will be kept on their peg and will only be used for that child
- In the case of an accident, all staff are familiar with the hygiene procedures and carry these out at all times. **There must be two members of staff present on this occasion.** Protective gloves and aprons will be worn at all times. Staff will wash their hands with hot, soapy water and dry their hands immediately after completing the task (refer to Intimate Care Policy below)
- If a pupil is upset or worried about any toileting issue, staff will reassure and comfort them verbally. They must pass on any issues or concerns to the Class Teacher and Designated Safeguarding Lead

Intimate Care Policy

The pastoral care of our pupils is central to the aims, ethos and teaching and we are committed to developing positive and caring attitudes in our children. Our 'Intimate Care Policy' is part of our 'Toilet Procedure', and it is our intention to develop independence in each pupil, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of pupils.

Ysgol Gymraeg Llundain/London Welsh School is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all our pupils with respect when intimate care is given. No pupils should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each pupil's individual needs.

Intimate care is any care which involves one of the following:

1. Assisting a pupil to change his/her clothes
2. Assisting a pupil who has soiled him/herself
3. Assisting a pupil who requires additional toileting support due to a medical or disability need

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- ✓ Every pupil has a right to be safe;
- ✓ Every pupil has the right to personal privacy;
- ✓ Every pupil has the right to be valued as an individual;
- ✓ Every pupil has the right to be treated with dignity and respect;
- ✓ All pupils have the right to be involved and consulted in their own intimate care to the best of their abilities;
- ✓ All pupils have the right to express their views on their own intimate care and to have their views taken into account
- ✓ Every pupil has the right to have levels of intimate care that are appropriate and consistent.

Guidelines For Good Practice

These guidelines are designed to safeguard pupils and staff. They apply to every member of staff involved with the intimate care of pupils.

Young pupils and pupils with special educational needs and disability can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

Members of staff also need to be aware that some adults may use intimate care, as an opportunity to abuse pupils. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard both pupils and staff.

1. **Involve the pupil in the intimate care.** Staff to try to encourage a pupil's independence as far as possible in his or her intimate care. Where a situation renders a pupil fully dependent, talk about what is going to be done and, where possible, give choices. Staff to check practice by asking the pupils or parent/carer about any preferences while carrying out the intimate care. All parents/carers must sign a form before the pupil begins school to declare if they would like staff to assist in any intimate care procedure
2. **Treat every pupil with dignity and respect and ensure privacy appropriate to the pupil's age and situation.** Care should not be carried out by a member of staff working alone with a pupil. There will always be two members of staff present
3. **Make sure practice in intimate care is consistent.** As a pupil may have multiple carers, a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent
4. **Be aware of your own limitations.** Only carry out activities that staff understand and feel competent with. If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained and assessed
5. **If staff have any concerns, they must report them.** If staff observe any unusual markings, discolouration or swelling they must report it immediately to the Designated Safeguarding Lead

If a pupil is accidentally hurt during intimate care or misunderstands or misinterprets something, staff must reassure the pupil, ensure their safety and report the incident immediately to the Designated Safeguarding Lead. They must report and record any unusual emotional or behavioural response by the pupil. A written record of concerns must be made available to parents and kept in the pupil's personal file.

Communication with Pupils

It is the responsibility of all staff caring for a pupil to ensure that they are aware of the pupil's method and level of communication. Depending on their maturity and levels of stress pupils may communicate using different methods - words, signs, symbols, body movements, eye pointing, etc. Staff to ensure effective communication by:

- Making eye contact at the pupil's level;
- Using simple language and repeat if necessary;
- Waiting for response;
- Continuing to explain to the pupil what is happening;
- Treat the pupil as an individual with dignity and respect.

Procedure for Instances of Intimate Care:

1. Assisting a pupil to change his / her clothes

This is more common in Progression Step 1. On occasions an individual pupil may require some assistance with changing if, for example, he / she has an accident, gets wet outside, or has vomit on his / her clothes etc.

- There will always be another member of staff present, within hearing or sight

- Staff will always encourage pupils to attempt undressing and dressing unaided. However, if assistance is required this will be given (e.g. to take off their socks, pull shirt over their head)
- Staff will always ensure that the pupil has the opportunity to change in private, unless the pupil is in such distress that it is not possible to do so
- If staff are concerned in any way parents/carers will be sent for and asked to assist the pupil and informed if the pupil becomes distressed

2. Changing a pupil who has soiled him/herself

Within Progression Step 1, if a pupil soils him/herself in school, staff will revert to prior consent forms (Appendix 4) from parents requesting staff to follow the intimate care guidelines or requesting the parent/carer to assist/collect the pupil for changing. If the parent/carer wishes to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.

In either circumstance the pupil's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures should intimate care procedures be needed:

Procedure:

- There will always be two members of staff present with DBS checks
- The pupil will be given the opportunity to change his/her underwear in private and carry out this process themselves
- For pupils who are unable to assist themselves, staff will complete Appendix 5
- The school will have a supply of wipes, clean underwear and spare uniform for this purpose, should the child not have their own change of clothes
- The school will use wipes or water wipes to assist the pupil, or alternatively parents/carers will supply their own wipes
- The staff will ensure the pupil is happy with who is changing him/her
- The staff will be responsive to any distress shown
- The staff will always wear protective disposable gloves and an apron
- The staff will appropriately dispose of any resources used

3. Assisting a pupil who requires additional support due to medical or disability need

In the case of assisting a pupil with a medical need or disability, the pupil will have an Individual 'Care Plan'. This Care Plan will be formulated by the relevant staff and parents/carers (refer to Appendix 1, 2 and 3).

ARWYDDWYD GAN:		
SIGNED BY:		
G Roberts	Cadeirydd Bwrdd y Cyfarwyddwyr <i>Chair of the Board of Directors</i>	Chwefror 2022 <i>February 2022</i>
T Sugg	Athro Arweiniol <i>Lead Teacher</i>	Chwefror 2022 <i>February 2022</i>

Appendices

- Appendix 1 – Conditions that may affect bladder or bowel control
- Appendix 2 – Toileting risk assessment
- Appendix 3 – Personal Care Plan
- Appendix 4 – Permission Letter
- Appendix 5 – Record of Intimate Care

Appendix 1

Conditions that may affect bowel or bladder control

Some of the conditions, which can have an effect on bowel or bladder control, include the following:

Autistic Spectrum Disorder : A lifelong, non-progressive neurological disorder characterised by language and communication deficits, withdrawal from social contacts and extreme reactions to changes in the immediate environment.

Chrohn's Disease: An inflammatory bowel disease characterised by severe chronic inflammation of the intestinal wall or any portion of the gastrointestinal tracts.

Hirschsprung's Disease: A rare disorder of the bowel, the symptoms of which can include constipation, distension of the bowel and vomiting.

Imperforate Anus : A congenital abnormality in which the anus is not fully formed

Irritable Bowel Syndrome: A bowel condition characterised by abdominal pain and by wider variations in the frequency and predictability of bowel movements.

Spina Bifida: The incomplete development of the spinal column, which can cause difficulties with bladder and bowel control.

In all cases, where a condition is identified and for the incidence of incontinence, a planned programme of support will be implemented with the support of the child's parents to ensure that the child's needs are provided for.

Appendix 2

Toilet Risk Assessment

Pupil Name:			
Pupil Date of Birth			
Date of Risk Assessment			
	Yes	No	Notes
Does the pupil's weight/size/shape present a risk?			
Does communication present a risk?			
Does comprehension present a risk?			
Is there a history of child protection concerns?			
Are there any medical considerations (including pain and discomfort)?			
Does moving and handling present a risk?			
Does behaviour present a risk?			
Is staff capability a risk (back injury/pregnancy)?			
Are there any risks concerning pupil capacity? General Fragility Fragile Bones Epilepsy Head control Other			
Are there any environmental concerns?			
If 'yes' to any of the above please complete a Personal Care Plan			
Signed by:			
Lead Teacher signature:			

Appendix 3

Personal Care Plan

For Pupils needing nappies/ pull ups/ regularly soiling in school

Pupil Name:	
Pupil Date of Birth:	
Date of Plan:	
Date of Review:	
What are the medical needs of the pupil?	
Who will change the pupil?	
How will the pupil be changed? (e.g. standing up in toilet cubicle, lying down on mat on the floor)	
Who will provide the resources? E.g. wipes, nappies, disposable gloves	
How will the changing occasions be recorded and if/how will this be communicated to the parent/carer	
How will wet/soiled clothes be dealt with?	
What will the member of staff do if the pupil is unduly distressed or if any safeguarding issues or concerns are presented?	

Any other comments:

Parent/Carer Declaration:

I agree that this plan has been discussed with me and I agree to the roles and responsibilities I hold with regard to the above plan.

Signed :

Dated:

School Declaration:

We agree that this plan has been discussed with parents/carers and to the roles and responsibilities we hold with regard to the above plan.

Signed :

Signed by Lead Teacher/ Designated Safeguarding Leader:

Dated:



**LONDON WELSH SCHOOL
YSGOL GYMRAEG LLUNDAIN**

Permission form for intimate care

If a pupil wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed, and if necessary, cleaned as quickly as possible. Should a pupil in the Nursery or Reception be unable to clean themselves, with your permission, a member of staff can assist your child. If you do not wish for a member of staff to assist your child, the school will contact you or your emergency contacts who will be asked to attend without delay.

For further information, Ysgol Gymraeg Llundain has a Toilet Procedure and Intimate Care Policy which is available to view on our website or a copy can be obtained from the school office.

Please indicate your preference below. Should you wish to change your preference at a later date, please contact the office to amend your consent.

Yours sincerely,

Mr Tom Sugg

Lead Teacher

Name of Pupil

Class

Please tick as appropriate:

[] If they are unable to do so independently, **I give consent** for my child to be cleaned and changed if they wet or soil themselves whilst in the care of Ysgol Gymraeg Llundain.

[] **I do not give consent** for my child to be cleaned and changed if they wet or soil themselves. The school will contact me or my emergency contacts and I will arrange for my child to be cleaned and changed. I understand that in the event that I or my emergency contacts cannot be contacted, the school will act appropriately and may need to physically assist my child.

Signature of parent/carer.....

Date

Appendix 5

Record of Intimate Care

Pupil Name: _____

Pupil Date of Birth: _____

Date	Time	Comments	Staff Involved	Signature