

Mary Hare Primary: Toileting Policy

Updated: November 2023

To be reviewed: September 2026

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Introduction

This policy has been written in accordance with the Statutory Framework for the Early Years Foundation Stage 2023.

Mary Hare Primary, have a duty to be inclusive and must provide 'equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported' which is guided by the principle that 'children develop and learn at different rates'. *Statutory framework for the early years foundation stage, 2023.*

At Mary Hare Primary, we 'guide the development of children's capabilities with a view to ensuring that children ... complete the EYFS ready to benefit fully from the opportunities ahead of them'. *Statutory framework for the early years foundation stage, 2023.*

Each child's Key Person 'must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate'. *Statutory framework for the early years foundation stage, 2023.*

If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEN Code of Practice 2015, Special Educational Needs and Disability Regulations 2014 and the Equality Act 2010.

Mary Hare Primary School will ensure that:

- No child's physical, cognitive or sensory impairment will have an adverse effect on their ability to take part in day to day activities
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for parents/carers due to incontinence
- Adjustments will be made for any child who has delayed continence

Aim

This policy is to assist the staff of Mary Hare Primary School in making appropriate provision for those children who need support to help them become independent in their toileting in the Early Years Foundation Stage and in KS1/2 if a child has an additional need. It also aims to manage risks associated with toileting and intimate care needs and ensures that staff do not work outside the remit of their responsibilities set out in this policy.

Intimate Care Tasks

This covers any tasks that involve dressing and undressing, washing including intimate/personal parts, helping someone use the toilet, changing nappies or pull-ups or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with Parents/Carers

Staff at Mary Hare Primary work in partnership with parents or carers to provide care appropriate to the needs of each individual child and if necessary will produce a care plan together.

The care plan will set out:

- What care is required
- The number of staff needed to carry out the task (if more than one person is required the reason will be documented)
- Any additional equipment needed
- The child's preferred means of communication e.g. visual, verbal. Terminology for parts of the body and bodily functions will be agreed
- The child's level of ability i.e. what tasks they are able to do by themselves

It will:

- Acknowledge and respect any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:

- Spare disposable nappies or pull-ups (the school does not currently have the facilities to allow the use of reusable nappies)
- Wipes (if needed), nappy sacks etc
- Spare clothes
- Spare underwear

Best Practice

When intimate care is given, the member of staff will make other staff aware that intimate care tasks are being undertaken to ensure safeguarding. They will explain each task fully (as appropriate) as it is being carried out and the reason for it using language and visuals which the child can understand. Children in Ash/Beech will be changed in the EYFS toilet area. Children in other classes will take themselves to the disabled toilet to enable them to complete their own intimate care needs.

Staff will encourage children to do as much for themselves as they can and lots of praise and encouragement will be given to the child when they achieve.

Staff should make an entry on the EYFS Changing Log after each intimate care task is completed.

Changing Procedure

- Staff should not have any personal devices (phones, watch capable of taking pictures etc) in their possession during changing

- Staff should collect all items needed before starting any personal care task
- Gloves should be worn for all intimate care changes
- Aprons are available when required
- Using wipes, clean the child from front to back and place the used wipes in the nappy sack
- Nappies, wipes aprons and gloves must be disposed of in the clinical waste bin provided
- Staff and children should wash and dry their hands immediately

Safeguarding

All staff are DBS checked and recruited using safer recruitment. All staff have received safeguarding training.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead/Head of Primary immediately. The Safeguarding Policy will then be implemented. If necessary the Designated Safeguarding Lead/Head of EYFS will seek advice from MASH.

If a child makes an allegation against a member of staff the procedure set out in the Safeguarding Policy will be followed.

Dealing with bodily fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids staff will wear protective clothing (plastic gloves and aprons) and will wash themselves thoroughly afterwards. Soiled Children's clothing will be bagged to go home – staff will not rinse it. Children should be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene and will take all practical steps to prevent and control the spread of infection

This policy should be used in conjunction with the Safeguarding Policy and Health and Safety Policy.

Changing Log

Name	Date	Time	Nature of incident	Staff	Notes

PERSONAL CARE PLAN – TOILETING

Date:
Child's name:
Date of birth:
Class:
Reason for Plan:
Aim of Plan:
<p>What will be done?</p> <p>Details of when child will be changed/taken to toilet and specific routines to be followed. Where the child will be changed and resources required.</p>
<p>Training</p> <p>Specify any training needs, who the training is for and the date training is completed.</p>
Review date:
Parents/Carer: _____ Date _____
Class Teacher: _____ Date _____
Head of Primary: _____ Date _____