

Holy Name Catholic Primary School

*“Shine Like the **STARS!**”*

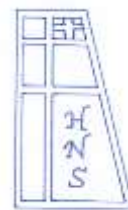
Mission Statement

Holy Name is a Catholic Community working in partnership with parents/carers to nurture and educate the whole person, in the way of Christ, enabling all to know their worth and reach their potential.

***S**uccess **T**akes **A**pplication, **R**esilience & **S**tickability*

HOLY NAME CATHOLIC PRIMARY SCHOOL

NAPPY CHANGING POLICY



Mission Statement

Holy Name is a Catholic Community working in partnership with parents/carers to nurture and educate the whole person, in the way of Christ, enabling all to know their worth and reach their potential.

Aim of policy

Holy Name Catholic Primary School recognises that some children with SEND and other children's home circumstances may result in children arriving at school with under developed toilet training skills. The aim of this policy is to ensure that appropriate provision is made for such children. This policy also aims to clarify the school's position on toileting needs in children who have no SEND needs and who soil regularly within the school day.

Holy Name Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. This policy is written in conjunction with the Intimate Care Policy Holy Name Catholic Primary School follows.

SEND and Inclusion

Staff will work in close partnership with parents and carers to share information and provide continuity of care. If a child is not toilet trained because of a disability, his/her rights to inclusion are additionally supported by the SEN & Disability act 2001 & part IV of the Disability Discrimination act 1995. The DDA requires schools to make reasonable adjustments to meet the needs of each child, which includes continence issues. Children may have accidents from time to time and some children may remain incontinent for a prolonged period of time due to a specific medical condition.

Toileting and the Foundation Stage Profile

Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is for

Health and Self Care for each child to "Dress and undress independently and manage their own personal hygiene".

Intimate Care in Key Stage 1 and Key Stage 2

Please refer to Intimate Care policy.

Parental responsibility

Prior to starting at Holy Name Catholic Primary School prospective parents/carers will be reminded of the school's expectation that pupils should be toilet trained before they start school. It will also include a sharing of this policy during parents' induction meetings in school. If a child is not fully toilet trained before starting school, the parents/carers must inform the school. A meeting will then be arranged prior to a start date being given. The child's needs and reasons for the child not being fully toilet trained will be discussed. Parents of children who have regular toileting accidents will be required to provide spare clothes (to be kept on their peg in the cloakroom). It is essential that parents/carers recognise they are responsible for any training/changing routines for their child. School is not responsible for toilet training a child. However we will endeavour to support parents/carers by encouraging children to use the toilet regularly and with increasing independence. Where a parent/carer is aware of any concerns or issues around their child's toileting routine at any age, they should discuss the issues with the school during the meeting to compile a Personal Care Plan.

Staff responsibilities with children who have a special educational and/or a diagnosed medical need

The Teaching Assistant or 1:1 Teaching Assistant will help the child with intimate care. Parents/carers should supply nappies/wipes on a daily basis together with a change of clothes. If a child soils him/herself during school time, the Teaching Assistant and one member of the EYFS staff (teacher, support staff, practitioner, meals supervisor) will help the child where needed to

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents/carers to take home.

Within reception classes (Foundation 2), children will not usually have access to a changing mat or changing station unless following medical advice. Children will be expected to stand in order for the Teaching Assistant to support and help them with their hygiene needs. Independence will be encouraged in order to promote toileting awareness. Within reception classes, the child may be changed in the private cloakroom area if necessary, following consultation with parents/carers, in order to respect the child's privacy and dignity.

There is an expectation that medical documentation will be supplied by parents/carers in order for the school to provide assistance with intimate care. Parents/carers whose children regularly soil themselves will be required meet with the class teacher and agree a Personal Care Plan for their child.

With regard to the care of children who regularly soil themselves and their participation in school trips the school recognises that day trips and residential visits enrich the learning experience for all pupils. To this end the school would undertake a risk assessment for the individual child and facilitate their participation in school visits by inviting, where possible, a parent/carer to attend the trip or by using the school welfare assistant or another suitably trained member of staff.

Staff responsibilities with Non-SEND children

School does not have staffing levels to accommodate Teaching Assistants regularly leaving the class to attend to an individual's hygiene. In the event of a child needing to be changed on a **rare** occasion, staff will encourage a child to be as independent as possible in taking off soiled clothes, cleaning themselves and dressing in clean clothes. If a child needs help with intimate care (in the case of a toilet 'accident') then parents/carers will be contacted to inform them.

Throughout Early Years Foundation Stage in order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are allowed to go. The school undertakes to attempt and support any training programme requested by a child's GP and/or the school nurse or parent. At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill, a member of staff will telephone the parent/carer. In the event a child is reluctant and refuses to visit the toilet the parent/carer will be contacted to discuss any underlying issues.

Our intention is that the child will never be left in soiled clothing, and as soon as the member of staff responsible for him/her is aware of the situation, she/he will help the child. It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively encourage the child in his/her efforts to gain these skills.

Parental Responsibilities

Where parents/carers feel that a child still requires nappies on entering school, they will be given a Personal Care Plan detailing how changing is to be managed and how both school and parents/carers can work towards increased toileting independence. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the Care Plan. Children will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

As part of the Personal Care Plan parents/carers should:

- Agree to change the child at the latest possible time before coming to school
- Provide spare nappies, wet wipes, nappy bags and a change of clothes
- Understand and agree the procedures to be followed during changing at school
- Agree to inform school should the child have any marks/rash
- Agree to review the arrangements, in discussion with the school, should this be necessary.
- Agree to encourage the child's participation in toileting procedures wherever possible.
- Agree to dress the child in appropriate clothing (according to uniform guidance)

Children who are still in nappies who may require changing, will need to bring in them a labelled bag containing a supply of nappies, a pack of wipes and nappy sacks. These will be kept in school and parent/carer will be reminded when supply is running low.

Implementation, monitoring and review

Verbal feedback will include evaluative feedback from pupils, as well as teaching and support staff. There will be an on-going opportunity for staff to discuss with the Executive Head Teacher any issue regarding the Nappy Changing Policy that concerns them.

This policy will be reviewed every 12 months and consideration given to the implications for future whole school development planning.



APPENDINX A – NAPPY CHANGING POLICY

PERSONAL CARE PLAN FOR TOILETING IN EYFS

| | | |
|---|--|--------|
| Pupil's name | DOB | School |
| Reasons for the plan: | | |
| Details of assistance required: | | |
| What? | When? | |
| Lead professional who has responsibility for intimate care in school: SENDCO/Safeguarding Manager/Executive Head Teacher | Who will liaise with parents – how/ how often? Eg home/school diary/phone | |
| Facilities and equipment: | | |
| Location of toilet: Any adaptations required? Any equipment required to be listed? If toilet training programme details: | | |
| Who is responsible to ensure that supplies are ordered or available? | Outline disposal: | |

| | |
|--|---|
| | |
| <p>Training Requirements:</p> <ul style="list-style-type: none"> • Intimate care • Safeguarding • Specific individual training • Risk assessments <p>List of staff who will be trained to deliver intimate care and dates of training.</p> | <p>Curriculum Implications: Sand pit/PE/</p> |
| <p>How will the plan be monitored and by whom?</p> | <p>This plan was completed by:</p> <p>Date:</p> <p>Review Date:</p> |
| <p>Any other agencies involved? Who?</p> | <p>List cover arrangements if staff are off school:</p> |

| This plan has been agreed by: | | | |
|-------------------------------|-----------------------------|-----------|------|
| Designation | Name | Signature | Date |
| Parent/Carer | | | |
| Class Teacher | | | |
| EYFS Lead | Mrs S Doyle | | |
| Safeguarding Lead | Mr N Morris | | |
| SENDCO EYFS SENCO | Mrs H Perry Mrs C Hughes | | |
| LSAs | | | |

