



Toileting & Intimate Care Policy

Date the policy came into effect	September 2017
Date of next policy review	2019
Name of person responsible for this policy	Mr Armstrong/Mrs Hudson/Mrs McKersie
Other related policies	Behaviour and Citizenship, SEN, Pastoral Care, T&L,
Issued to	Staff, governors, parents
Date of issue	September 2017 Covid-19 reviewed September 2020

Euston Street Primary School & Nursery Unit

Toileting & Intimate Care Policy

Mission

'Achieving Excellence Together'

'To work together for excellence in: our learning; our school; our community; and our future.'

Our purpose therefore is to be an excellent school. We continually strive for excellence in every area of school life. To achieve this aim we must always have the right school **vision and values** and these must be at the heart of all that we do, including our School Development Plan.

Vision

In order to achieve excellence in each aspect of school life, our vision is:

'To create a safe, happy learning community. A community where together, we inspire and equip our pupils so that they fulfil their potential, use their talents and follow their dreams now and always.'

Values

We believe that our school is a place where the child is at the centre.

'We value kindness, integrity, hard work and mutual respect.'

Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life.

Introduction

The purpose of this policy, as with all of our policies, is to support us as we strive for excellence in every area of school life. To achieve this, we must always have the right school **vision and values** and these must be at the heart of all that we do, including our engagement with parents and guardians.

This policy outlines the procedures that are followed for pupils using the toilet facilities and dealing with incidents arising in relation to Intimate Care. This policy helps to ensure that incidents are dealt with and resolved as best possible for all concerned, in a clearly agreed, efficient and sensitive fashion. This policy operates in tangent with the Positive Behavior and Citizenship Policy, Pastoral Care Policy and Child Protection/Safeguarding Policy.

This policy has been developed following training by the Education Authority and in consultation with pupils, staff, parents and Governors.

Aims of the policy

This policy aims to:

- Define toileting procedures;
- Identify the school procedures for dealing with incidents relating to Intimate Care;
- **Clarify the new procedures for Toileting and intimate Care under Covid-19 restrictions.**

The policy has been compiled and implemented through the guidance of the following legislation framework and supporting administrative procedures:

- The Addressing Bullying in Schools Act (NI) 2016
- The Human Rights Act 1998
- Health & Safety at work NI Order 1978
- Pastoral care in School: Promoting Positive behavior (DE 2001)
- Cooperating to Safeguard Children and Young People in NI, Dept. of Health, Social Services and Procedures (2017)
- Safeguarding and Child Protection in Schools: A Guide for Schools (DE 2017)
- Safeguarding Board for NI Policies and Procedures (SBNI 2017)
- UN Convention on the Rights of the Child (UNCRC)
- **DE Education Restart: Guidance for schools and Educational settings in Northern Ireland 2020**

Board of Governors Duty:

The Education and Libraries Order (NI) 2003 (A17) requires the Board of Governors to, 'safeguard and promote the welfare of registered pupils'. The Board of Governors will ensure that the school:

- Consult with pupils and parents about toileting as and when required;
- Regularly review and update the Toileting and Intimate Care Policy and other related policies;
- Ensure that policies are easily accessible and communicated to parents;
- Incidents of Intimate care are addressed and resolved;
- Records of all concerns of Intimate Care are kept.



UNCRC and Euston Street PS & NU

Euston Street PS is a Rights Respecting School and promotes the rights of children as defined in the articles of the convention.

Article 3 – My best interests must be a top priority in all things that affect me

Article 6 – I have the right to life and to succeed to the best of my ability

Article 12 – I have the right to voice my opinion and be listened to

Article 16 – I have the right to privacy

Article 19 – I have the right to be protected from all forms of violence and be kept safe

Article 28 – I have the right to learn and go to school

Article 29 – Education must develop me as a person

Article 37 – I have the right to be treated fairly if I break rules

Toileting Procedures

Pupils in Euston Street are free to use the toilet facilities at any time required. There are 2 sets of toilets and a disabled toilet available for pupils in school. Pupils are encouraged to use the toilet before coming into the classroom in the morning, after break time as well as before and after lunchtime. Pupils may be asked to use the facilities in pairs if their previous behaviour in the toilets has not been acceptable and or the school is experiencing repeated vandalism of the toilets and or toilet resources. Pupils are encouraged to report any damage, misuse or unacceptable behaviours in the toilets.

Pupils will be timetabled to visit the toilet in their class bubble several times each day to try and minimise interactions and reduce individual visits. Individual toilet visits will also be timetabled and occur between class bubble visits and pupils will be accompanied where possible by an assistant to ensure distancing and hand washing.

Toilet routines will be explained to the pupils and repeated as required.

Handwashing routines will accompany toilet visits and it will be explained to pupils how to wash properly so as to avoid spreading infection. Appropriate signage will be displayed in classroom and toilets explaining new procedures and expectations.

Disabled Toilet

Pupils are informed that they are not allowed to use the staff/disabled toilet unless this has been agreed by the school and the parents and is related to an underlying medical concern. There are notices on all toilets reminding pupils who is and is not allowed to use them.

The disabled toilet will not be used by visitors unless absolutely necessary during Covid-19 restrictions.

Behaviour in toilets

Pupils are expected to follow the **Golden Rules** at all time in school. As such, they must behave appropriately when using the toilet facilities. Failure to do so may result in any incident being dealt with using the Anti-Bullying and or Positive Behaviour and Citizenship Policy procedures.

Pupils must not leave the toilets without washing hands and behaviour that respects privacy and distancing will be expected at all times.

Expectations and Reasonable Adjustments

We generally expect that children in Nursery to Year 7 will be able to use the toilet independently as it is age appropriate. There may be a diagnosed medical issue that prevents a child from toileting normally. If this is the case, parents have a duty to

inform the school so that reasonable adjustments may be made. It will be necessary for parents to have confirmed evidence from the GP or hospital of any medical issue before the school can make suitable, reasonable adjustments to toileting. If parents do not have their child toilet trained ready for school this may not be considered as requiring reasonable adjustments by the school and alternative arrangements may have to be considered such as (but not only):

- Parents coming to school to change their child if they wet or soil;
- The pupil may have to start later or finish earlier so as to allow for time to toilet to ensure distress is not unnecessarily caused to the pupil through lack of toilet training.
- **Pupils who have a toileting accident will be sent home during Covid-19 depending on the severity of the incident and if they are unable to change themselves in school.**

Your child may need assistance for the following (but not only) incidents:-

- He/she wets his/her clothes whilst playing in the water tray;
- He/she has an unexpected toilet accident;
- He/she becomes unwell;
- He/she is changing for PE;
- He/she falls outside in the wet.

Procedures relating to the above incidents to include one off incidents:

- All staff will conduct will be beyond reproach at all times;
- When a child requires assistance having wet/soiled, a staff member will inform another staff member that they are assisting a child in a toileting incident and they need to be accompanied;
- Staff will not enter a toilet cubicle with a child unless absolutely necessary;
- Staff will have the child stand in the toilet area with the door open and the member of staff to stand where they can be seen by others;
- Staff will not be left alone with a child during a toileting incident;
- Staff will only assist a child after a toileting incident and will not help clean/dry intimate areas;
- Staff will reassure and comfort the child;
- All staff will wear gloves;
- Staff will supervise the child changing out of the wet/soiled clothes, cleaning themselves and putting on clean clothes;
- Staff will record and date all toilet accidents;
- Parents/carers to be informed that their child was changed.
- **Staff must wear PPE at all times when assisting during a toileting incident.**

***Persistent toileting incidents may be addressed as per 'Expectations and Reasonable Adjustments'.**