

Cefn Glas Infants School

"Let's Learn Together"



School Toilet Policy

July 2023

UNCRC Article 27: *You should have the conditions you need for your physical, mental, spiritual, moral and social development.*



Date	Review Date	Reviewed by the Headteacher	Signed by Chair of Governors
July 2023	July 2025	Mrs. S. Johns <i>S. Johns</i>	Mr. G. Clifford <i>G.P. Clifford</i>

Date of policy implementation – July 2023

Date of next review – July 2025

The named person for drawing up and leading the review of this policy is Mrs A. Davies

This document is freely available to the entire school community. It has been approved by the Governing Body and pupils and is made available on the school website. It is referenced in the School Prospectus.

Aims

- To maximise access to pupils' good, quality toilet facilities during the day to promote the health, well-being and learning opportunities of all pupils.
- To provide guidance and reassurance to staff.
- Safeguard the dignity, rights and well-being of pupils at schools/settings
- Assure parents that staff are knowledgeable about personal care and that their child's/children's needs and their concerns are considered whilst in school.

The Continence Guidance encompasses the principles behind the United Nations Convention of the Rights of the Child which has been adopted by Welsh Government. These principles include the seven core aims for children and young people. These core aims are:

- a flying start to life
- access to education, training & employment
- to be healthy and free from exploitation
- access to play, leisure, sporting and cultural activities
- to be listened to and treated with respect
- to live in a safe home and community
- to not be disadvantaged by poverty

Rational: Why are we writing this policy?

- The school recognises that well maintained toilet facilities where pupils feel comfortable and safe and have open access to throughout the school day, are essential for health, well-being and learning.
- We value and respect our pupils and want them to benefit from good provision and practice.

Objectives: What do we want to achieve?

- Approach parents to represent their child's wishes if they are unable to make an informed choice.
- Respond to the pupil's wishes by observing his/her reactions whilst undergoing personal care.
- Use agreed terminology for parts of the body and its' functions.

- Provide a suitable place for changing and where possible, the pupil should be standing up. It is essential that a pupil's privacy and dignity is maintained at all times and verbal reassurance is given.
- Pupils should never be changed in a teaching or public area where food and drinks are prepared.
- Personal care procedures within Cefn Glas Infants School have clear, written guidelines for the changing of the pupils and these should be clearly displayed in designated changing areas to ensure the correct procedures are followed which will help protect the pupil and the member of staff involved.
- To ensure that this policy is both accepted and upheld by the whole-school community – school management staff including support staff, pupils, governors, parents/carers, site manager and cleaning staff.
- To keep all toilets open and available to pupils throughout the school day. While pupils can use toilet facilities at break and lunch times if they need to, we ensure pupils have access at all times. We recognise that toilet needs are highly individual and do not conform to regimental timetables.
- To ensure that the toilet and washroom facilities are suitable for the range of anticipated pupils, including pupils with disabilities and special needs, with adequate lighting, fixtures and fittings.
- To ensure the toilet and washroom facilities cater for the needs of all pupils from ethnic and religious communities and ensure these are met in a sensitive, informed and appropriate manner.
- To ensure that toilet facilities provide visual privacy for users. This is not applicable to our Nursery pupils where pupils may need a higher level of supervision and support.
- To ensure that all toilet areas have properly maintained supplies at all times of warm and cold water, liquid soap, hand drying facilities and toilet tissue provided at a convenient height.
- To implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness throughout the school day
- To supervise the toilets at break and lunchtimes. This will be carried out by duty staff and mid-day supervisors.
- To actively seek the views of the whole-school community in relation to any concerns about toilet provisions and access issues, ensuring a child friendly procedure for pupils to report deficiencies or problems and to respond seriously to these and deal promptly with any problems highlighted by the pupils. Toilet facilities are cleaned before the afternoon sessions begin.
- To actively consult and involve the pupils in managing the toilets (for example the school Eco Council).
- To encourage pupils to respect the toilets and for pupils to establish a Learner Code of Conduct in toilets and washrooms.

- To regularly include toilet management issues in all appropriate school council, staff, parent/carer, governor meetings.

- To implement and maintain annual reviews of the policy to monitor that it is being adhered to and remains relevant.

Written guidelines should state:

- who will change the nappy/clothes
- where changing will take place
- what resources will be used
- how the nappy will be disposed of
- what infection control measures are in place
- the procedures should a rash or marks be observed during the changing process or should the child become distressed
- how changing occasions are recorded to monitor progress and how parents will be kept informed. It could take up to 10 minutes to change a child but this time could be a positive learning time for the pupil and an opportunity to promote independence and self-worth. The headteacher will need to ensure that, when necessary, additional resources from funding delegated to schools to support additional learning needs (ALN) are allocated so that the child's individual toileting needs are met.

Our school ensures we have:

- hot running water and soap
- paper towels or hot air blowers
- disposable aprons and gloves
- disposable wipes
- nappy bags
- cleaning fluids
- suitably sized spare clothing

Please note: – Parents/carers should provide nappies/spare clothes for their child when there are regular incontinence occurrences which justify the development of an agreed Continence Management Plan. Health and Safety Schools and settings registered to provide education will already have a Health and Safety Policy.

When changing a nappy, the following should be considered:

- staff should wear a new pair of gloves and a disposable apron for each child being changed. Gloves and aprons should be disposed of via the normal domestic waste route
- soiled nappies should be double wrapped and disposed of via the normal domestic waste route if there is no risk of infection. If there is a risk of infection, they should be double bagged and disposed of
- wet/soiled underwear/clothes should be placed in a plastic bag and returned to the parents. Storage should be in a designated area; not the cloakroom area
- the changing area should be cleaned using an antibacterial surface cleaner
- hot water and soap should be available to wash hands as soon as the task is completed and paper towels/a hot air dryer should be available for drying hands

Child protection

Creating a safe learning environment means having effective arrangements in place to address a range of issues. Some are subject to statutory requirements, including child protection arrangements, pupil health and bullying. Others include arrangements for meeting the needs of children with medical conditions, providing first aid, school security and having arrangements in place to safeguard and promote the welfare of children. (Extract from 'Safeguarding Children in Education' – WAG circular 005/2008)

Creating a safe learning environment also means having in place effective recruitment, disciplinary and reporting arrangements to ensure the suitability of staff and volunteers working at the establishment in line with specific guidance issued by the Welsh Government. Section 175 of the Education Act 2002 requires local authorities and governing bodies of maintained schools to have arrangements for exercising their functions with a view to safeguarding and promoting the welfare of children. As included in the Social Services and Wellbeing Act (Wales) 2014 there is a duty to report all safeguarding concerns to the local authority.

There are two aspects to safeguarding and promoting the welfare of children and young people. They are:

- arrangements to take all reasonable measures to ensure that risks of harm to a child or young person are minimised
- arrangements to take all appropriate actions to address the welfare of pupils and safe practise in toileting and changing should enable staff and children and young people to be protected from child protection concerns. Staff should be aware of the designated member of staff for child protection and the process of referral in school in order to safeguard a child or young person and be aware of good practise in safeguarding themselves from allegations. Members of staff are required to undergo Child Protection

Awareness Training in Bridgend County Borough Council every three years with designated teachers receiving further training.

The training promotes:

- all staff should have enhanced Disclosure and Barring Service (DBS) checks. Where appropriate it is reasonable for one member of staff to be the dedicated nappy changer for a particular child while other members of staff should be aware that the procedure is taking place and within hearing/sight range. In some circumstances there may need to be more than one member of staff witnessing a change.

The designated child protection officer needs to be aware of safe practice.

- within receipt of parental/carer consent, changing may take place by one member of staff.
- students on placement should not be involved in a child or young person's care
- school/setting managers should be vigilant for any signs of improper practice
- any marks or injuries to the child should be reported immediately to the designated child protection officer in-line with the All Wales Child Protection Procedures.

The Designated Child Protection Officer should refer this information into the multi-agency safeguarding hub (MASH) as soon as possible. This can be done via telephone, but a written referral would be needed within two working days.

- if allocated a social worker, any marks or injuries to the child should be reported to them
 - staff should not take mobile phones, cameras, or any other device which may be used to record images into the changing area

Partnership:

Toileting issues should be discussed with parents/carers prior to a child or young person starting the school/setting. Other professionals such as the health visitor or school nurse should be alerted if the setting/school becomes aware of a disproportionate number of children starting who are not yet toilet-trained. A meeting should then be arranged by school in order for the health visitor or school nurse to provide toileting information for parents/carers. It may be appropriate to set up a home/setting agreement. The agreement will clearly define shared responsibilities and expectations in an effort to avoid misunderstandings as well as providing reassurance to parents that the school/setting will meet their child's needs.

A Partnership Agreement may address the following areas:

The parent/carer would agree to:

- change their child at the latest possible time before coming to school/setting

- provide spare nappies/underwear, wet wipes and a change of clothes
- inform the school/setting of any rashes/marks
- the implementation of an individual toileting programme where appropriate
- review the Personal Care Plan if necessary

Good Toileting Practise – for pupils with continence problems

1. They will need the opportunity to make scheduled (perhaps hourly) visits to the toilet.
2. It is important for many of these pupils to sit down on the toilet and spend several minutes trying to make sure the bladder and bowels are completely empty.
3. They should have the opportunity to visit the toilet in privacy
4. Many of these pupils will have a very short warning of the need to go and may need to go frequently, even if they have just been. They should be allowed to leave the class to visit the toilet immediately, without fuss, and without having to wait or seek permission. Avoid causing embarrassment or making them “hang on”
5. In order to develop their bladder capacity and to help avoid constipation and soiling problems it is important they drink water regularly throughout the school day.

Good Toileting Practise – for pupils without continence problems

1. Most pupils should be encouraged to only go to the toilet when they feel the need to go.
2. They should not be subject to prolonged delays before going.
3. They should be able to go to the toilet without adverse comments or restriction.
4. They should have open access to toilets when the need arises.
5. They should have the opportunity to visit the toilet in privacy.
6. They should be encouraged to drink water regularly throughout the day.

This policy has been written using :

- School Toilets: Good practice guidance for schools in Wales, Jan 2012
- BOG Standard – better toilets for pupils

Ratified by Governors July 2023 Signed by Chair of Governors

..... Mr Graham Clifford