



Toileting Policy

Policy statement

- The majority of children are appropriately toilet trained and able to manage their own needs. This policy will apply to those children who, for whatever reason, require toilet training or special arrangements with toileting.
- Quackers believes that children with toileting difficulties should be admitted into the after school club in the same way as any other child. We make our after school setting a place where all children are supported and included.
- We aim to ensure all those involved with a child work together to ensure that their toileting needs are sensitively and appropriately met.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child development 1.2 Inclusive practice	2.2 Parents as Partners 2.4 Key persons	3.2 Supporting every child 3.4 The wider context	

Definition of Disability in the Disability Discrimination Act (DDA)

The DDA provides protection for anyone who has a physical, sensory or mental impairment that has an adverse effect on his/her ability to carry out normal day-to-day activities. The effect must be substantial and long-term. It is clear therefore that anyone with a named condition that affects aspects of personal development must not be discriminated against. However, it is also unacceptable to refuse admission to other children who are delayed in achieving continence. Delayed continence is not necessarily linked with learning difficulties. However, children with global developmental delay, which may not have been identified by the time they enter the after school club, are likely to be late achieving independence with toileting.

Education providers have an obligation to meet the needs of children with delayed personal development in the same way as they would meet the individual needs of children with delayed language, or any other kind of delayed development. Children should not be excluded from the after school club activities solely because of incontinence.



Partnership with Parents

Open and supportive communication with parents is fundamental to planning for and meeting a child's toileting needs effectively and sensitively. Many parents may feel anxious that their child is not able to use the toilet independently and may have already experienced some difficulties with toilet training and/or experienced negative attitudes from others towards the issue. For some children their toileting needs may be relatively short term and related to initial toilet training, whereas others may require a long term toileting programme. Parents will need to feel confident that the after school club is able to support their child's toileting needs and is positive about doing so.

Principles of Good Practice

Children who have difficulties in controlling their bladder/bowels have sometimes had a difficult start on the road to personal independence.

- Children who need assistance with toilet training or special toileting arrangements must be treated with respect, dignity and sensitivity
- We will work in partnership with parents and carers in planning for toileting needs and effective toilet training
- Effective communication is essential in adopting consistent approaches at home, at school/preschool and at the after school club
- The after school club will work in partnership with parents or carers and any other professionals involved, makes where it is necessary, and reviews, care plans working towards achieving maximum independence of the child with toileting over time
- The Manager and SENCO, supported by the Management Committee, will positively address issues raised by toileting needs in a constructive and problem solving way
- After school club staff should be provided with access to appropriate resources and supported by clear plans. All staff supporting children with toileting difficulties will receive appropriate information and specific training as required.
- The Manager is aware of, and ensures implementation of, appropriate health and safety procedures and risk assessments
- The Manager, SENCO and the Management Committee should be aware of their duties to comply with the SEN and Disability Act 2001



- The after school club manager will consult the Social Worker whenever planning toilet training or special toileting arrangements for children on the Child Protection Register or whenever any Social Services Children's Teams are involved.

Attending

It is not possible to assume that failure to achieve independence with toileting is in itself an indication of special educational needs. However, there are some children who enter the after school club with special educational needs and/or medical conditions which indicate the need for special toileting arrangements or toileting training. These children fall within the terms of the SEN and Disability Act 2001 and the club must take "reasonable steps" to support them.

Before the child begins attendance the after school club will:

- Gather information from parents and any professionals involved
- Establish effective partnership with parents and any professionals involved
- Focus on health and safety implications and determine whether a risk assessment is required
- Decide, in consultation with parents/carers, whether further advice from Health or Children's Services is required
- Arrange for any specialist advice, training, resources to be in place as soon as possible
- Where necessary, will agree a plan with parents/carers and make a written note of the agreement
- Make sure that all staff are informed and clear about their responsibilities

It is important for all parties to monitor and review plans regularly to ensure it is still appropriate and meeting the changing needs of the child.

It is reasonable to discuss the level of independence with toileting before a child starts the after school club. However, it is not acceptable to deny, delay or reduce attendance at the after school club simply because a child has special toilet requirements. It is important to agree a plan which will work towards maximum independence and support the child's attendance at the after school club.



Methods

The Manager will ensure that staff carrying out such procedures feels confident and supported by relevant training and protocols to ensure the dignity of the pupil and protection of the staff.

If a child is not able to use the toilet independently on entry the after school club will support them in their toileting need by the following methods:

- Gathering as much information as possible from the parents and carers and child.
- Adopting an appropriate toileting programme which will need to be discussed and agreed so that the parents/carers and staff are aware of their roles and responsibilities. The plan will state regular monitoring and review strategies. The plan will give careful consideration to choosing which adults should be involved in toileting care. A written copy of the programme will be given to the parents/carers.
- Clothes should be easy for the child to pull up and down. Wherever possible it is better to train the child with appropriate clothing rather than continuing to rely on the nappy or training pants.
- Children will be changed in a cubicle, to ensure their privacy is maintained, with the door open and the adult outside of the cubicle to ensure that they can be seen at all times.
- Staff will ask parents/carers to provide the school with a couple of appropriate changes of pants/trousers, nappies, wipes etc in case of accidents
- It is the responsibility of parents/carers to deal with wet/soiled clothing. Such clothing will be double wrapped in a nappy sack and sent home with the child at the end of their day. Staff should liaise accordingly and make the necessary arrangements.
- Arranging a member of staff familiar with the child to be given the responsibility of taking the child to the toilet at fixed appropriate intervals throughout the session. Careful observations and discussions with the child may identify when the child "needs to go".
- Ensure that the routine established in the after school club is strictly maintained from the start and try hard to avoid accidents. If necessary shorten the time between visits to the toilet so that the child gets into the habit of being dry.
- Children may be anxious and pre-occupied by toilet difficulties but usually respond to praise, encouragement and confidence building. It is important to promote self esteem.



- Make drinking water easily accessible for all children and encourage them to have "little and often" rather than in huge amounts at a time.
- Reminders to use the toilet should be discreet and staff may consider the use of signs, pictures or code words
- Make little fuss over accidents that do occur and ensure that they are dealt with swiftly, appropriately, sympathetically and in a calm low-key way. Give extra attention when they have made the effort to go to the toilet independently.
- No child should be left wet or dirty for a parent/carer to change later.
- After a period of training it may be sufficient to remind the child to go to the toilet on their own. Be positive and patient and praise the child for effort.

Where difficulties persist there may be more complex issues to consider and further guidance and support may be needed from other professionals. It is important to discuss any continuing concerns with parents/carers and seek their agreement before involving further professional guidance and support.

Children with special educational needs and disabilities

In addition to the good practice guidance described above the following considerations may apply:

- In consultation with parents, Health service staff will provide any relevant medical information, training and advice and will assist with risk assessments if necessary
- It may be appropriate to consult health professional for health and safety guidance and training for staff supporting children who are non-weight bearing and who require manual assistance to use the toilet
- Specialist equipment may be accessed through the Early Education and Childcare Unit where necessary.

Older Children

Children in years 4 and above and those who are tall enough to see over the toilet doors may, with agreement from the Quackers Manager, use the disabled toilet.



Health and Safety considerations

The LEA, Manager and Management Committee have a duty to safeguard the Health and Safety of children and staff. The after school club already has hygiene/infection control policies as part of their health and safety policy and will follow these when managing a child with toileting needs. All known allergies are considered when planning and carrying out each child’s toileting programme.

Child Protection concerns

The normal process of changing a nappy should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. DBS checks are carried out to ensure the safety of children with staff. When staff are changing a child or dealing with their toileting needs, they will inform another member of staff. Where there are concerns the usual child protection procedures will be followed

Legal framework

- This policy is adapted and developed from ‘Guidance on Toileting Needs in Schools and Early Years Settings’ produced by Hampshire County Council.

Signed on behalf of Quackers After School Club: _____

Position: _____