

# Toileting Policy.

Aims.

1. To ensure the proper care and protection of children in the event of them wetting/soiling themselves.
2. To outline procedures to be followed by school employees in the event of a child wetting/soiling himself.

Procedure:

In the event of a child wetting/soiling himself the following procedure will be followed:

- i. Principal informed as soon as possible
- ii. Every effort will be made to contact the child's parents who will be asked to come and attend to the child or permission will be sought over the phone from the parent to change the child.
- iii. The parents will be advised to bring a change of clothes to the school with them for the child.
- iv. In the event of the child's parents/guardians/being un-contactable a member of staff will facilitate the child to change with another adult present.
- v. The child will be allowed to change in private, unaided, if he is able.
- vi. The Incident will be recorded in the Incident Book and a record will be kept of efforts to contact parents.
- vii. Parents/Guardians will then be informed as soon as possible.
- viii. Teachers will be expected to use their discretion in emergency toileting situations.

## **Children with specific toileting/intimate care needs:**

In all situations where a pupil needs assistance with toileting/intimate care a meeting will be convened, after enrolment and before the child starts school, between parents/guardians, class teacher, special needs assistant, principal and if appropriate the pupil. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs. The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. A written copy of what has been agreed will be made and kept in the child's file.

Two members of staff will generally be present when dealing with intimate care/toileting needs, although this is not always possible. If a staff member is working alone with a child, this will be done in as open and environment as possible (i.e. occupied sign on the door and door slightly ajar). Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.

