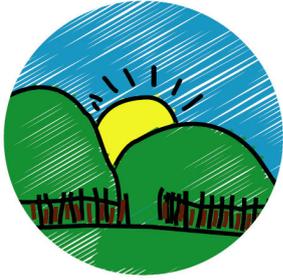


Ysgol Greenfield School



"Opening doors to the future"

CYNGOR BWRDEISTREF SIROL MERTHYR TUDFIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

GREENFIELD SCHOOL

Wayne Murphy, Head Teacher.
Rachel Faulkner, Deputy Head - Standards
Carol Conway, Deputy Head - Wellbeing
Gwyn Daniels - Assistant Head



' Opening Doors To The Future '

' Agor drysau i'r dyfodol'

Original Completion Date

Author

MONITORING THE POLICY

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

Signed: Date:
.....

Headteacher

Signed: Date:
.....

Chair of Governors

Review Date

Author

Our Vision

'To open doors to the future'

Our Missions Statement

That children, staff, parents, carers and all stakeholders work actively in partnership to enable all pupils to realise and reach their full potential.

Aims

- For pupils to operate as independent learners and thinkers
- To inspire a love for learning
- To provide a relevant curriculum for all
- For pupils to value themselves
- To foster a sense of belonging to a community

Our Values

- We create
- We respect each other
- We try our best
- We are a team
- We learn from mistakes
- We celebrate each other's success
- We are polite and considerate
- We produce magic moments

We want every child to be safe and happy in our school. We believe that the key to this is for us all to have self-respect, respect for others and respect for property.

Everyone has the right to:

- Feel safe, cared for and respected.
- Be able to learn to the best of his/her ability and to develop whatever skills he/she possesses.
- Be treated equally irrespective of gender, race, physical characteristics or any other factors.
- Learn and play without disruption.

Everyone is expected to:

- Be responsible for their own behaviour
- Respect the rights of others
- Share our values



"Opening doors to the future"

Toileting and Continence Policy

It is not the role of schools to toilet train children entering nursery. Toileting for most pupils will have been achieved prior to school entry. However, under the terms of the Equality Act 2010, schools must not refuse entry to a child who is not toilet-trained because of a disability. It is the parent/carer's duty to inform the school of any special toileting needs that a pupil may have, prior to school entry. Where this may be the case a positive and structured approach developed in partnership with parents and carers is likely to be successful.

Definition of Disability in the Disability Discrimination Act (DDA)

The DDA provides protection for anyone who has a physical, sensory or mental impairment or medical condition 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 and young people with global developmental delay, which may not have been identified by the time they enter nursery or school, are likely to be late achieving independence with toileting; some may never achieve independence with toileting.

School Admission

In compliance with the DDA, children with toileting difficulties will be considered for admission to school in the same way as any other child. The school will take "reasonable adjustments" to support them. This is reflected in the school's Access Plan.

This school recognises our obligation to meet the needs of children and young people with delayed personal development in the same way as we would meet the individual needs of children with delayed language, or any other kind of delayed development. Children will not be excluded from normal pre-school or school activities solely because of incontinence.

Before the child begins attending the school will:

- Gather information from parents, child and any professionals involved
- Establish effective partnership with parents/carers, child 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 any further advice is required from Health or the Additional Learning Needs Team
- Should a child with complex continence needs be admitted, the Health Visitor and Specialist Nurse for Disabled Children will need to be closely involved in forward planning and specific training for the individual child.
- Arrange for any specialist advice, training, resources to be in place before the child begins attendance
- Agree a plan with parents/carers and child which will work towards maximum independence and support the child's attendance in the educational setting and make a written note of the agreement
- Make sure that all staff are informed and clear about their responsibilities.
- Arrange for all parties to monitor and review the plan regularly to ensure it is still appropriate and meeting the changing needs of the child.

Health and Safety

The school has Hygiene and Infection Control advice as part of our Health and Safety policy. This is a statement of the procedures we will follow in case a child accidentally wets or soils themselves, or is sick while on the premises. The same precautions will apply for nappy changing.

Each individual case of incontinence must be judged on its own merits. Children may wet themselves or soil themselves in very different circumstances either on:

- an irregular basis due to being unable to hold the bladder or bowel, infection: in these circumstances if a child is distressed or ill then parents will be asked to take their child home
- a regular basis due to a health condition or continence not being achieved: in these circumstances the school may request extra resources to meet this child's special needs and will cater for their needs in school

School toileting facilities

There are a number of toilet facilities across the school which will cater for the wide range of need that the school has to meet on a daily basis. The school has:-

- Age appropriate toilet facilities from 3 - 19
- Disabled toilets
- Height adjustable changing beds
- Ceiling hoisted changing facilities
- Mobile hoisted changing facilities

Procedures for using toilet facilities

- Always wear an apron and dispose of after one use.
- Always wear disposable gloves and dispose of after one use.
- Dispose of all nappies in yellow Cannon sanitary waste bins
- Spray bed with disinfectant and wipe after each child using Conti Cleansing Wipes.
- If necessary, soiled under clothes should have any contents put down the toilet and place in a nappy sack and returned home to parents.
- Store all toxic products up out of children's reach
- Please return hoist to original position for charging and ensure controls etc are out of reach.
- Please ensure that the changing area or toilet is clean and tidy when you leave.

In order to deal with a situation where a child accidentally wets or soils themselves, or is sick while on the premises

- *The child will be cared for by a member of the team.*
- Changing will take place in the *appropriate changing facility.*
- Resources will be provided and kept in each changing facility.
- Resources to be provided by the school: disposable aprons and gloves, plastic bags for contaminated clothing, cleansing wipes, soap, towels, paper towels available for drying hands
- If difficulties persist then the school nurse will be involved to investigate recurring incidents.
- The use of any anti-allergic creams according to specific needs of individual child will be provided by parents. Parents must check to see creams supplied are not out of date. Creams must be clearly labelled by the parent with the child's name. These creams will be kept in the changing facility in individually named boxes
- Wet or soiled disposable nappies or disposable pants should be double wrapped and disposed of directly into the yellow Canon Sanitary Waste bins
- Sanitary pads will be disposed of in an appropriate sanitary bin.
- Soiled clothing will be wrapped and stored in a suitable place and sent home to be dealt with by parents the same day.
- Hygiene measures are set out in the school safety policy
- Staff have a duty of care and would report concerns to the Child Protection Coordinator if they notice marks or injuries or suspect improper practice
- Staff will maintain the confidence and dignity of pupils while they are being cared for.
- The teacher will review arrangements with parents if accidents are frequent

Asking parents of a child to come and change a child is likely to be a direct contravention of the DDA, and leaving a child in a soiled nappy, wet or soiled clothing for any length of time pending the return of the parent is a form of abuse.

Safeguarding

The normal process of changing a nappy should not raise safeguarding 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.

This policy must be read in conjunction with the Intimate Care Policy to ensure that our standards of care are met.

Personnel checks (including CRB) are carried out to ensure the safety of children with staff employed. If there is perceived risk of allegation by a child, then a single practitioner should not undertake nappy changing or other personal care needs. The school will consult the Social Worker whenever planning toilet training or special toileting arrangements for pupils on the Child Protection Register.

A short term supply teacher, LSA or student on placement must not change a nappy as they would not comply with the school's policy.

A long term supply teacher or LSA is permitted to change a nappy but must read the toilet and intimate care policy.

It is more appropriate that female pupils are changed by female staff.

The school aims to provide facilities which afford privacy and modesty in order to maintain the emotional well-being and the dignity of the child when dealing with such intimate and personal needs.

All members of staff are encouraged to remain highly vigilant for any signs or symptom of improper practice, as they would for all activities carried out on site.

Promoting Independence

Older pupils will be encouraged to complete as much of the task themselves as they are able. If the child is fully dependent on an adult, the member of staff will talk to the child about what they are doing and give them choices where possible. Pupils will be issued a toilet pass if appropriate, to ensure they can access the toilet promptly and discreetly.

Resources

There are a full range of toileting facilities, many of which adjoin the classrooms where the need to change pupils is greatest, this in turn minimises the strain on staffing resources.

Children who have physical difficulties may require hoists and a hydraulic changing table. These are provided where necessary and designated staff will receive regular training in their use.

Partnership Working

Parents of new pupils will be given information about how the school will deal with toilet accidents.

In order to achieve a clear understanding of the responsibilities of each partner, staff and parent /carers in cases where a child has not achieved continence and is liable to have more than one accident a week, the school will draw up a continence plan in conjunction with the parents/carers of the child which will define each others expectations.

Roles and responsibilities

The parent / carer:

- Agreeing to ensure that the child is changed at the latest possible time before being brought to school
- Providing the school with spare disposable nappies or pull-ups, underwear, a change of clothing and any prescribed creams
- Understanding and agreeing the procedures that will be followed when their child is changed at school – including the use of any cleanser or the application of any prescribed cream
- Agreeing to inform the school should the child have any marks / rash
- Agreeing to a 'minimum change' policy i.e. the school would not undertake to change the child more frequently than if they were at home
- Agreeing to adopt a consistent approach between home and school
- Agreeing to review arrangements should this be necessary

The school will:

- Identify the key person and staff engaged in the child's personal care
- Agree the child's care routines with the parents/carers
- Agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- Agree how often the child would be changed should the child be staying for the full day
- Agree to monitor the number of times the child is changed in order to identify progress made
- Agree to discuss any marks or rashes seen
- Agree to review arrangements.

Complaints

Parents/carers should inform the Headteacher in the first instance of any concerns, following the normal school's complaints procedure

