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**Toileting & Intimate Care Policy**

**Commitment to keeping policies live!**

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| **Date the plan came into effect** | **April 2018** |
| **Who is responsible for this document** | **Principal, SLT, SMT, staff, BoG****Safeguarding Team** |
| **Issued to** | **Staff, BOG, parents, pupils (friendly version)** |
| **Reviewed** | ***Updated November 2022*****April 2022** |
| **Related Policies** | **Safeguarding, Child Protection, Positive Behaviour & Citizenship, Pastoral Care, Period Dignity**  |

**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, Period Dignity 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.

**This policy aims to:**

* Define toileting procedures;
* Identify the school procedures for dealing with incidents relating to Intimate Care;

**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)

**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/single use 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 expected to wash hands at all times when using the toilet. Posters in each bathroom will remind pupils about washing hands and personal hygiene including information regarding Period Dignity. Staff will remind pupils each year about personal hygiene and the importance of hand-washing.

**Period Dignity (PD)**

The school champions Period Dignity. We seek to provide a safe environment to break the stigma surrounding periods and promoting respect, understanding and open discussions about what people may experience when menstruating. Period Dignity is an integral part of the development of our pupils. The school keep all related products in each classroom for Years 5 – 7 as well as in the school office. Mrs Toye is identified to all girls in Years 5 – 7 that she is the designated PD Staff member. Girls can also see the school counsellor if required.

**Disabled/single use Toilet**

Pupils are informed that they are not allowed to use the staff/disabled/single use toilet in the entrance hall 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.

**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.

**Expectations and Reasonable Adjustments**

As a mainstream school, we generally expect that children in Nursery to Year 7 will be able to use the toilet independently as it is age appropriate.

**Reasonable Adjustments**

1. **Medical Need**. 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/carers coming to school to change their child if they wet or soil;
* Pupils leaving school with parents/carers to change at home is more suitable;
* 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.

For medical needs the parents are expected to attach information relating to any medical action plan. The school will endeavour to follow all medical plans as resources, training and Safeguarding permit.

The school does not have a sterile changing facility.

1. **SEN Need.** Pupils with a specific SEN need that requires intimate changing will be addressed on a case by case basis. Advice and guidance on all cases will be sought from the Education Authority and any associated medical practitioners.As ESPS is a mainstream school there are limits to the facilities that can be offered to help support pupils.
2. **Accidents and other toileting incidents.** A child may need assistance for the following (but not only) incidents:-
* They wet their clothes whilst playing in the water tray or whilst in the playground;
* They have an unexpected toilet accident;
* They require a change whilst not toilet trained;
* They become unwell;
* They damage their clothing.

**Procedures relating to medical needs, the above accidents and other incidents:**

* All staff will conduct will be beyond reproach at all times;
* Staff will reassure and comfort the child;
* 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 (see Limits to Care);
* 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 has wet/soiled and was assisted in changing.
* Parents /carers to be called if the child is distressed, unable to change even with assistance, is non-compliant or wetting repeats itself;
* Parents will be called if the child is unable to clean themselves.

**Limits to care**

Due to limits in staff training, resources and contractual obligation, it will not be possible to perform any direct cleaning of pupil intimate areas. Please see above for reasonable adjustments.

As a mainstream school, ESPS has limits to the facilities that can be offered with regards to intimate care. There is no sterile hygiene facility in school.

***\*Persistent toileting incidents may be addressed as per ‘Expectations and Reasonable Adjustments’.***