

Pupil Hygiene Routines

A 'continence policy' describes in detail the procedures that staff must follow for nappy changing or when a child accidentally (or deliberately) wets or soils.

Teachers will ask parents to provide sufficient changes of clothing, incontinence pads, etc. as appropriate for each day according to the child's needs. These are not supplied by the school.

Toilet training programmes will only be implemented when the child is demonstrably ready and when the child's family is prepared to continue with the toilet training at home. Close cooperation between home and school will be necessary especially as regards provision of appropriate clothing and sufficient changes of clothing.

Staff will avoid leaving a child in a soiled nappy or wet or soiled clothing for long periods.

Children have regular visits to the toilet or have their nappy checked / changed during the school day and before going home.

Every effort is made to preserve the child's self-esteem and the need for privacy and confidentiality. Children using the ordinary w/cs are encouraged to close cubicle doors and respect the privacy of other users. They are taught to adjust their clothing properly before leaving the cubicle. In the hygiene areas, curtains are drawn around the child on w/c, bench or trolley.

The normal process of changing a nappy should not raise safeguarding concerns, and there is usually no need for a second member of staff to be available. Normally, volunteers or students on placement are not to be involved in changing nappies or helping a child who accidentally soils or wets themselves or supervising children using the w/c areas. However, some student teachers and early years practitioners may be specifically cleared for this work.

The specific Boys and Girls w/cs and the w/c in PE Hall changing area are not used for children who wear nappies. It is recognised that the children who use these facilities may not yet be independent in toileting but they should be wearing ordinary pants or knickers during the school day.

Children are supervised, and taught as necessary, by an adult until they have demonstrated that they are reasonably independent and can be trusted to behave appropriately.

For reasons of dignity and privacy, it is unacceptable for boys to stand at urinals with their trousers and underpants pulled down. If boys cannot manage zips and adjust underpants independently when standing at an urinal, they are encouraged to use the toilet in a cubicle instead.

The importance of using the facilities properly, maintaining own privacy and dignity, appropriate wiping, and washing and drying of hands is given emphasis by staff.

Children who tend to invade the privacy of others and generally misbehave in the w/c areas are not allowed to go to them unaccompanied.

The 'intimate care policy' states that male and female staff can be routinely involved in the general care of pupils of either sex in activities which do not involve the pupil undressing entirely, such as:

- helping with eating, drinking, hair washing, hair brushing, teeth cleaning;
- dressing and undressing of outer clothing (but not of undergarments);
- physiotherapy, lifting or positioning of a pupil who is dressed;
- movement activities and other P.E. activities involving contact;
- swimming and hydrotherapy (but not changing before and after).

Wherever possible, each pupil should receive intimate care from a member of staff of the same sex. However, due to the very small number of male staff, female staff often have to carry out all of the care of boys.

Advice received by the school is that male staff should not be used to provide intimate care for female pupils. Male staff must never provide intimate care as the sole carer for any girls.

There are occasions when it may be necessary to involve a male member of staff as a second carer in the intimate care of a girl (e.g. to provide support with moving and handling). Intimate care by a male member of staff is done in the presence of a female member of staff and, if possible, the pupil's private parts are covered with a towel, sheet or clothing.

Dressing and undressing of pupils aged 8 years and above should take place in the designated changing/toileting areas provided. Changing must not take place in classrooms. Male and female pupils at this age should change in separate areas or areas screened for privacy.