

# Woodthorpe J.I School

## Managing Continence Policy

### Aims of Policy

- At Woodthorpe J.I. School we believe that it is wrong to discriminate against any learner in accordance with the Disability Discrimination Act.
- We meet the needs of children with delayed personal development in the same way that we meet the needs of children with any other form of delayed development.
- We believe children should not be excluded from any activity solely because of incontinence and that every child's needs should be considered on an individual basis.
- In order to meet these needs we recognise that we may need to make reasonable adjustments to our school and the job descriptions of some members of staff.

### Roles and Responsibilities

#### Governors

- Set an appropriate tone for the way in which the issue is addressed.
- Appreciate and support the extra demands pupils may place on school staff.
- Support Headteacher, SLT and SENDCo.
- Be aware of duties to comply with disability discrimination, and ensure that all staff are briefed appropriately

#### Headteacher, Deputy and Assistant Headteachers (SLT)

- Be aware of duties to comply with disability discrimination.
- Implement policy
- Ensure that all staff are briefed appropriately
- Provide staff with access to appropriate resources and facilities.

#### SENDCo

- Ensure staff are supported by clear plans, policy guidelines and training.
- Liaise with parents and outside agencies.
- Retain an overview of records such as personal care plans, toilet diaries and reward systems.
- Support staff in implementing the care plan.

#### Teaching Staff

- Maintain records such as personal care plans, toilet diaries and reward systems.
- Implementing of the care plan.
- Named member of staff to undertake specific training to support the personal care needs of the child.
- A trained member of staff to be released from their work in order to attend to the child's needs.

NB All staff working with children have a duty of care, which will include ensuring that children are clean and dry.

### Planned Programme of Care

A planned programme of care will be worked out in partnership with;

- The child's parents/carer
- The school nurse
- Any relevant health care professionals

A Home/School Agreement defining responsibilities of each partner will be set up. This will include:

The Parent/carer:

- Agreeing to ensure that the child is changed at the latest possible time before being brought to the school
- Providing the school with nappy sacks, changing mat and changes of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed in school – including the use of any cleanser or application of any 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 s/he were at home
- To implement timed toilet training programme at home.
- Agreeing to collect the child from the school should they show symptoms of diarrhoea or similar indications of ill health
- Agreeing to review arrangements should this be necessary
- Agreeing to attend a review meeting

The School:

- Agreeing to change the child, or to support the child to change, should they soil themselves or become uncomfortably wet
- Agreeing to treat the issue with sensitivity.
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to report should the child be distressed, or if marks/rashes are seen
- Agreeing to contact the parents, should the child show symptoms of diarrhea or similar indication of ill health
- Agreeing to review arrangements should this be necessary

**In the event of either partner being unable to fulfil their part of the agreement, further external assistance will be sought and provision reviewed.**

### **Care Plan**

The Care Plan should include:

Risk Assessment; facilities to be used; special provision; information for staff; home/school communication; structured programme to support child; Health and Safety considerations.

The SENCO is responsible for overseeing the care plan and the teaching staff for implementing it.

The care plan will be made accessible to parents, teaching and support staff working in the setting, to the SLT and to external support agencies working with a child.

The care plan will be reviewed on a 5-6 week basis or as the need arises. Review of the care plan will involve parents, school staff and outside agencies where appropriate.

## Facilities

The Reception class has its own toilets located in the unit; the accessible toilet and the children's cubicles. In the main school KS 1 toilets also have cubicles. Therefore, facilities for changing children are easily accessible. However, staff should be aware that:

- Changing should not take place behind locked doors but in an appropriate area where privacy and dignity can be maintained during the process. While a child is in the Reception class, if possible the Reception toilets should be used at break and lunchtimes rather than the toilets in the main school. At times it may be necessary to use the toilets in the main school.
- Reception toilet is fitted with a grab rail to assist any child with SEND (Physical Disabilities).

While a child is in main school, he/she will use either the male/disabled toilets or the children's normal toilet cubicles depending on which is most appropriate. Specific details would be dependent on individual care plans.

## Health and Safety

The school already has procedures in place for dealing with spillages of bodily fluids, e.g. when a child accidentally wets or soils himself, or is sick whilst on the premises. The same precautions will apply for nappy changing:

- Staff to wear aprons and disposable gloves whilst changing a child;
- Waste, and where appropriate heavily soiled items, to be double wrapped and disposed of in the waste disposal unit in the disabled toilets;
- Changing area/toilet to be cleaned after use;
- Hot water and soap available to wash hands as soon as changing is done;
- Hot air dryer or paper towels available to dry hands

Please refer to the LA's document 'Personal Care Matters' Health and Safety Considerations, p 10.

## Child Protection

- The normal process of assisting with personal care, e.g. changing a child should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to supervise the process to ensure that abuse does not take place. All staff appointed at Woodthorpe J.I. have rigorous DBS/CRB checks which are carried out to ensure the safety of children and staff. See Child Protection Policy.
- Where one member of staff is taking a child to the toilet, it is good practice to inform another member of staff.
- If there is a known risk of false allegation by a child or parent then two members of staff should be present.
- At all times the privacy and dignity of the child should be respected, especially if more than one member of staff is present.
- When setting up a care plan, the child and his/her parent should feel comfortable with the staff members who are providing the personal care.
- Gender issues, religious and cultural values must always be taken into account.
- Parents and staff should sign the care plan to signify their agreement.

## **Job Descriptions**

Any new posts should clearly state on the job description that offering personal care to promote independent toileting and other self care skills are likely to be one of the tasks. Existing job descriptions will be altered accordingly.

Signed: .....

Approved: 18 March 2019

Review: March 2022