



Llanedeyrn
Primary School

Toileting – #TheLlanWay

The School recognises that well-maintained toilet facilities where pupils feel comfortable, safe, and have open access to throughout the school day, are essential for health, well-being, and learning. We value and respect our pupils and want them to be able to benefit from good provision and practice.

Aims

- To maximise access to pupils' toilet facilities during the day to promote the health, well-being and learning opportunities of all learners;
- To provide good quality toilet facilities throughout the School.

Objectives

- To ensure that this Policy is both accepted and upheld by the whole-school community – school management, staff, learners, governors, parents and carers, estate manager, cleaning, and ancillary staff;
- To keep all toilets open and available to pupils throughout the school day. While pupils can use toilet facilities at break and lunchtimes if they need to, we ensure they always have access. We recognise that toilet needs are highly individual and do not conform to regimental timetables. We recognise that some pupils only feel comfortable going to the toilet when others are not around and will allow them to leave the classroom and use the toilet without adverse comment;
- To ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including pupils with disabilities and additional learning needs, with adequate lighting, fixtures, and fittings;
- To ensure the toilet and washroom facilities cater for the needs of all pupils from ethnic and religious communities, and ensure these needs are met in a sensitive, informed, and appropriate manner;
- To ensure that the toilet facilities provide visual and aural privacy for users;
- To ensure that all toilet areas have properly maintained supplies at all times of warm and cold water, liquid soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height;
- To ensure sanitary disposal units in female toilets are serviced on a regular basis and to provide sanitary dispensers in female toilet blocks where applicable;

- To implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness, throughout the school day;
- To locate drinking water supplies and outlets in safe and appropriate locations, and not in toilet areas;
- To actively seek the views of the whole-school community in relation to any concerns about toilet provision and access issues, ensuring a child-friendly procedure for pupils to report deficiencies or problems and to respond seriously to these and deal promptly with any problems highlighted by the learners;
- To actively consult and involve the pupils in managing the toilets via our School Ambassadors;
- To encourage pupils to respect the toilets and each other.

Introduction

Pupils starting at Llanedeyrn Primary School are all at different stages of toilet training. We accept this and encourage all children to develop independent self-care skills that are appropriate to their level of development. In line with the Equality Act 2010, we shall not refuse admission based on toileting. However, we shall encourage and support families to undertake toilet training at home before pupils start school.

We also recognise that for all kinds of different reasons, pupils of all ages may require support with toileting. They may be unwell, have an accident or need ongoing help to develop independent toileting skills. Pupils may also have underlying medical needs which impact on their ability to use the toilet independently.

Information about changing pupils is included on our Admissions Form, if appropriate, and Parents and Carers give signed consent for pupils to be changed. If there are ongoing concerns around toileting, a specific plan may be put in place for an individual pupil. This will always be shared with Parents and Carers.

The need to sensitively support pupils and families, to respect privacy, and to ensure that worries around toileting do not become barriers to inclusion will be the principles which will guide all our work in this area.

Ways in which we support toilet training before children start school

- We take time to speak with Parents and Carers during home visits about how confident their children are using the toilet;
- Parents and Carers and children are shown the toilet facilities in the School;
- Parents and Carers are encouraged to start toilet training, if developmentally appropriate, and to seek additional advice from their health visitor.

When toilet training has started

- Most pupils have started toilet training before starting school;
- Some will start school wearing pull-ups/nappies and some will remain in them for their time in Nursery, if appropriate;
- Toilet training will always take place in consultation with Parents and Carers, whose wishes are paramount;
- Pupils will not be forced to start toilet training before they are ready;
- When pupils are in school in pull ups, changing arrangements will be discussed with Parents and Carers;
- Parents and Carers will provide spare pull-ups/nappies and wipes.

Ways in which we support toilet training in the Foundation Phase

- Sometimes a particular member of staff will work with an individual pupil to support toileting;
- Pupils will be taken to the toilet at regular intervals;
- Motivators may be used to encourage them into the toilet – books, bubbles, moving toys;
- Particular toilets may be designed with a pupil in mind, for example, using stickers, etc.;
- Celebrations may be had when a pupil sits on the toilet – bubble blowing, stickers, playing with a special toy, etc.;
- Pupils are encouraged to be independent and to have a go at wiping themselves and flushing the toilet etc. but will be overseen by a member of staff. If an adult supports a pupil with wiping, this is logged and reported to other members of the team. Parents and Carers receive a toilet slip at the end of the session to inform them that their child has been changed;
- Information about toileting will be passed on to Parents and Carers at the end of each session;
- All adults will inform another member of the team when they have changed a pupil or supported toileting. Parents and Carers are informed at the end of the day;
- Staff are never unaccompanied and always have another member of staff nearby.

Changing Pupils

- Many pupils will have a toileting accident in School at some point during their school career;
- No one will be told off for having an accident and the situation will be dealt with kindly and sensitively;
- Pupils will be changed in the toilets and their privacy respected. They will be encouraged and supported to help change themselves. As pupils get older, they will be given clothing and be encouraged to change independently;
- Pupils will always be changed by a member of staff and not by other pupils, students, volunteers, or other helpers in School. These adults are always informed

of this as part of our induction process. Parents and Carers will not be expected to come into School to change pupils who have soiled unless there are exceptional circumstances;

- Adults will use disposable gloves and aprons;
- Where pupils are in nappies, soiled nappies will be placed in nappy sacks and in the nappy bin. Where they have wet/soiled themselves, their clothes will always be bagged and returned to parents. Information about toileting will be passed on to Parents and Carers at the end of each session. All adults will inform another member of the team when they have changed a pupil or supported toileting. Parents and Carers are informed at the end of the day;
- If pupils have had an accident because they are unwell, Parents and Carers will be contacted immediately and asked to collect their child. Pupils who have experienced any sickness or diarrhoea must stay away from school for 48 hours since the last episode of sickness or diarrhoea;

Where toileting is difficult

- Where there is a concern that there may be a medical problem, this will be discussed with Parents and Carers who may choose to seek medical attention;
- Where Parents and Carers need more support; a referral to the School Nurse or Health Visitor (HV) may be made;
- Where pupils have significant anxieties around toileting, a referral may be made;
- Where pupils have additional educational needs, the advice of the lead paediatrician. School Nurse or HV for special needs will be sought before toilet training is started;
- If any pupil in school has a medical need which impacts on their ability to use the toilet independently, this will be included in their Health Care Plan. In this situation, training may be provided to any relevant support staff following advice of the Continence Team. Needing support with toileting should never impact on a pupil's inclusion in any area of learning, including school trips;
- A toilet plan will be written, and a risk assessment carried out for any pupil who needs ongoing support with toileting. These will be shared with Parents and Carers.

Toilet arrangements for all pupils

- Pupils are free to access the toilets throughout the school day and generally without restrictions. Pupils in KS2 are asked to gain permission from their class teacher before leaving the class to go to the toilet;
- There may be times when pupils are asked to visit the toilet in pairs rather than having free access, for example, if the children are outside and there is less supervision inside. Again, the needs of individual children will be considered.

Facilities

- We have adequate toilets for pupils through the School;
- All toilets are cleaned thoroughly daily;
- Any concerns about the state of the toilets are reported immediately to the Estates Manager or Senior Leadership Team;
- We have a changing bed in the accessibility toilet and this room also contains a sink and toilet;
- Additional equipment can be used in our toilet to support pupils as appropriate, for example, a toilet frame or a step.