



## Ravensmead Primary School

### Early Years Foundation Stage

#### Policy for Changing Children

##### Introduction

At Ravensmead Primary School we have a duty of care for all our children. It is important that children are happy and comfortable during their school day. Situations may arise where children require changing due to a toilet accident or activities as a result of water play, messy play, weather etc. On these occasions the children will be encouraged to change themselves enabling them to build upon their personal intimate care skills. However, there may be times when the children will need some assistance in the changing process.

##### Aims and Objectives

- To promote a positive dialogue between home and school and to implement an action plan in agreement with parents/carers, for pupils who need toilet training
- To encourage children to develop their self-help skills enabling them to access all areas of the curriculum and school activities
- To ensure necessary resources are identified and provided
- To identify the roles and responsibilities of staff
- To ensure children are treated with respect and sensitivity in such a way that their experience of intimate care is a positive one
- Children should be allowed to exercise choice where possible
- Children should be encouraged to have a positive self-image of their own bodies

##### Changing Procedures

- If a child wets or soils him/herself during the day/session a member of staff will discreetly clean and change the child. The child should be changed in the toilets.
- Staff will wear disposable gloves whilst changing a child.
- Staff will encourage a child to stand up whilst being as independent as possible when cleaning themselves, but will assist a child if required. Baby wipes will be available.
- Children will be provided with clean clothes wherever possible. In the event that no clothes are available, the child will be encouraged to change into their P.E kit.
- Soiled/ wet clothes will be put in a plastic bag and sent home that day.
- In the event of a child needing further cleaning/ washing than our facilities allow (eg. A bath or shower), the child will be cleaned, changed and made as

comfortable as possible and a parent/ carer will be contacted to request that they fetch their child to take home to wash and make comfortable.

- After cleaning and changing a child, all wipes and gloves will be secured in a plastic bag and disposed of appropriately (in the outside bin).
- Both the member of staff and child must wash their hands after changing.
- Parents will be asked to provide a spare set of clothing for their child in their bag. In Reception class this will be kept in school on their peg.

### **Nappy/Pull up changing procedure**

In the event of a child requiring a nappy/pull up to be changed at school:

- Only staff or parents (of the child) should change a child.
- Spare nappies/pull ups should be supplied by the parent/ carer of the child.
- Nappy bags should be supplied by the parent/carer of the child.
- The cubicle in the toilets will be used for these occasions.
- When changing children staff should wear disposable gloves.
- Soiled nappies/pull ups should be double bagged in a nappy bag.
- Soiled clothes should be put in a plastic bag and sent home.
- After cleaning and changing a child, all wipes, nappies and gloves will be secured in a plastic bag, which has been double bagged and disposed of appropriately in the outside bin for Reception children. In Nursery they will be disposed of in a separate nappy bin, which will then be disposed of at the end of the session into the main bin outside.
- Both the member of staff and child must wash their hands after changing.

As part of our working relationship with the parents, we would encourage them to use pull ups to encourage their child with toilet training, working closely with them with an agreed action plan of support for them and their child.

### **Safeguarding Children and Adults**

Anyone caring for children, including teachers and other school staff, has a duty to care. Staff have a duty to make sure children are healthy and safe. Only school employees will be allowed to change children. All staff will have an enhanced CRB certificate. All staff should be familiar with this policy. Appropriate support and training should be provided when necessary. The duty of care extends to staff leading activities off site such as educational visits.

Staff will make parents/carers aware if there has been a need to change their child, so that they are fully informed. Staff will endeavour to work with the parents/carers to support toilet training.

### **Sensitivity and Respect**

- Adults should at all times be aware of children's feelings and reactions, and ensure their privacy and confidentiality.
- Clear instructions and explanations will be given to the children.
- Clean clothes of the right size will be given to the children.
- Some children are reluctant for adults outside of their family to care for them. In this instance, special arrangements can be made for family members to come in.
- Staff need to be aware that children develop at different rates and progress needs to be encouraged and praised.

### **Supporting Children identified with SEND**

- Some children may have a statement of special educational needs before entering school.
- The statement/Education Health Care Plan will outline the child's needs and objectives and the educational provision to meet these needs and objectives.
- The statement/Education Health Care Plan will identify delayed self-help skills and recommend a programme to develop these skills.

Agreed by the Personnel/Curriculum Sub Committee at its meeting on

Signed (Chair of Personnel/Curriculum Sub Committee) T. Wilde

Date

Signed (Headteacher) D. Bell

Date

Review Date: September, 2017