



"Developing confident children through creativity and choice within a Christian community"

## Huxley C.E. & Utkinton St. Paul's Primary Schools Contenance Policy



"Enabling every child to fulfil his/her potential in a nurturing Christian environment"

### **Introduction**

While most children are continent and able to manage their own personal hygiene when they start school, it is not uncommon for children to have the occasional 'accident' or for an underlying medical condition to emerge which may affect their continence. At Huxley and Utkinton St. Paul's C.E. Primary Schools, we recognise the importance of ensuring that all children are assisted with their personal hygiene in a sensitive and dignified way, ensuring that their privacy is maintained at all times.

### **Aims**

- To provide clear guidance on the appropriate procedures for assisting a child with his/her personal hygiene following a wetting/soiling incident;
- To ensure that all children are treated with dignity and respect when being assisted with their personal hygiene following a wetting/soiling incident;
- To safeguard the interests of all children, staff and parents;
- To ensure that, if necessary, children are provided with the correct support from outside professionals.

### **Procedure**

If a child reports that they have wet/soiled themselves or it is evident that they have, a member of staff will offer to help them clean up and change their clothing. If a child declines the help, they should be encouraged to change themselves and if they become upset or do not want to do so, it may be necessary to contact their parents/carers to offer the option of them coming to school to assist their child or taking them home to clean up. If a child has diarrhoea, parents/carers should be contacted and the child must stay off school until 48 hours after their last bout, unless there is a medical condition which school have been notified about which could cause diarrhoea and which is not contagious (ideally this should be confirmed by a medical professional).

### **When assisting a child with changing following a wetting/soiling incident:**

1. Staff should use the large disabled staff toilet to assist children with changing as this offers privacy, a large space and is easy to clean afterwards. The door should not be locked at any time and ideally staff should make it known to the office staff that they are in there with a child in case anybody else requires use of the disabled toilet whilst they are in there – this is in order to maintain privacy and dignity for the child and protect the member of staff from allegations.
2. Staff should wear gloves in order to protect him/herself and the child and reduce any risk of cross contamination – these are stored in the cabinet in the disabled toilet.
3. Encourage/assist the child to remove any soiled/wet clothing and place it straight into a suitable bag unless it is appropriate to dispose of items i.e. underwear.
4. Encourage/assist the child to clean themselves using the appropriate wipes and place these straight into a nappy bag for disposal (these are kept in the unit in the disabled toilet). Wipes must not be flushed down the toilet.

5. Encourage/assist the child to put his/her clean clothing on. Ideally the child should have a spare set of clothes in school or a P.E. kit. However, there is spare clothing and underwear in the clothing drawers in the main office (Huxley)/disabled toilet (Utkinton).
6. Remove gloves and ensure hands are thoroughly washed.
7. Wearing a new pair of gloves, staff should ensure that affected/used areas are mopped and cleaned thoroughly, using the appropriate cleaning materials, seeking out the Caretaker if necessary.
8. Report the wetting/soiling incident to the Class Teacher if he/she is not already aware of it and log as necessary – speak to Lorna Pleavin or Vickie Barnard about where this should be recorded.
9. Ensure that any wet/soiled clothing is sent home. It is the duty of the Class Teacher to speak to the child's parents/carers about any incidents of wetting/soiling.

### **Special Educational Needs and Disabilities**

If a member of staff is concerned about a child regularly wetting/soiling himself/herself, they should speak to the class teacher in the first instance who will then speak to the SENDCO, Vickie Barnard, who will arrange a meeting with the child's parents/carers. It may be necessary to put additional measures in place for individuals or for a referral to the school nurse or family doctor. If a child has a specific dietary requirement, parents/carers are asked to identify this to the school so that the appropriate measures can be put in place.

This policy does not cover complex health or continence needs. Advice about these is sought from outside professionals on an individual basis.

**This policy was written in consultation with staff and governors in November 2014 and last reviewed in April 2018. This policy should be read in conjunction with our Child Protection and Safeguarding and SEND policies.**

**Headteacher:** *Lorna Pleavin*

**Governor (Huxley):** *Stephen Ratledge*

**Governor (Utkinton):** *Simon Lewin*

**Date:** *May 2018*

**Review Date:** **Summer 2019.**