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Changing of Pupils Policy

At Uplands Infant School we value each child and every aspect of their education. We create a caring environment which supports and enhances learning for all and provides the opportunity for every individual to fulfil their potential

The Disability Discrimination Act (DDA) has made it necessary for all schools to revise their policies on continence.

It is unacceptable to refuse admission to children delayed in achieving continence. We have an obligation to meet the needs of children with delayed personal development just as we would those with delayed language development.

Nor is it acceptable under the DDA to ask parents to come and either change or collect a child who has soiled themselves.

Leaving a child soiled for any length of time is seen as a form of abuse.

Therefore a soiled / wet child must be cleaned and changed at school.

This is a duty on all staff in school as it is connected to the safety and welfare of pupils within our care. The job description for Teaching Assistants also states their responsibilities in this matter:-

“Monitor and provide for the general care, safety and welfare of pupils (excluding duties of a designated first aid officer) including tasks connected with the social education of the pupil. Where pupils have SEN that includes the need for personal care, provide this within the H & S guidelines as necessary.”

Health and Safety Guidelines

It is crucially important that staff are mindful of their own health and safety, as well as that of the child. Hands must be washed before and after any changing procedure and the changing bed should be at the appropriate height for the adult to avoid back injury.

- Staff must wear disposable gloves and aprons whilst dealing with the incident.
- Soiled nappies to be double wrapped and placed in the nappy bin.
- The changing area must be cleaned after use with disinfectant wipes. These should also be wrapped and placed in the designated container.

- Hot water and liquid soap must be available to wash hands as soon as the task is completed.
- A hot air dryer or paper towels are available for drying hands.

Any member of staff who needs to shower a child must always ensure that the water is the correct temperature before washing down a child.

Safeguarding

The normal process of changing a child does not raise safeguarding concerns and there is no need for more than one member of staff to be involved. The privacy of the child is paramount.

However staff should always ensure that they inform another member of staff when they are changing a child.

Students on placement should not be asked to change any child.

Parents

Staff will talk through changing procedures with parents of children who have a persistent continence difficulty and arrange for clean clothes to be provided in case of need.

Early Years parents will be informed of procedures on induction. Any wipes used should be suitable for sensitive skin and checked with the parent if possible beforehand. It may be appropriate to liaise with the school nurse / medical services after parental consent has been given.

There are 3 changing areas in school:-

- Nursery Block/Brotherson Suite– Shower, child disabled toilet facility, hand basin, changing bed
- Nursery First Aid/Shower room with hand wash, basin and nappy bin
- Disabled toilet near Reception area – adult disabled toilet, child's changing bed, wash hand basin and nappy bin

Monitoring and review

The day to day monitoring of this policy is the responsibility of the Head teacher. This policy will be reviewed every three years or earlier if considered necessary.

Agreed Date: February 2020

Review Date: February 2022

Signed:  **Head Teacher**

Signed:  **Governor**