

RAHA INTERNATIONAL SCHOOL KHALIFA CITY CAMPUS

POLICIES

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Approving Committee	Name	Signature
Principal	Peter Taylor	

Table of Contents

<i>Purpose</i>	<i>3</i>
<i>Scope.....</i>	<i>3</i>
<i>Definitions of Terms.....</i>	<i>3</i>
<i>Admission to KCC</i>	<i>3</i>
<i>Exceptional Cases</i>	<i>4</i>
<i>Safeguarding Children and Adults.....</i>	<i>4</i>
<i>Sensitivity and Respect.....</i>	<i>5</i>
<i>Changing Procedures for Minis (Pre K) and EY1.....</i>	<i>5</i>
<i>Changing Procedures for EY2 and above.....</i>	<i>6</i>
<i>Monitoring and Record Keeping</i>	<i>6</i>
<i>Policy Review Log.....</i>	<i>7</i>
<i>Appendix 1</i>	<i>8</i>

Purpose

At KCC we have a duty of care to all our children, and it is important that they are happy and comfortable during their school day. Situations may arise where they require changing due to a toilet accident. On these occasions adults will guide and encourage the child to change themselves enabling them to build upon their personal intimate care skills.

We acknowledge that there may be times when children need some assistance in the changing process and are committed to ensuring that all staff responsible for the intimate care of children/young people will always undertake their duties in a professional manner. We recognise that there is a need to treat all students with respect when intimate care is given. No student should be attended to in a way that causes distress or pain.

This policy aims to;

- Ensure all children are provided with an excellent standard of health and hygiene
- Ensure children are treated with respect and sensitivity in such a way that their privacy is considered and protected
- Promote a positive dialogue between home and school
- Implement an action plan in agreement with parents/carers, for pupils who need toilet training
- Identify the roles and responsibilities of staff
- Ensure necessary resources are identified and provided
- Ensure that children are allowed to exercise choice where possible
- Encourage students to have a positive self-image of their own bodies

Scope

This policy applies to students of all ages who may need assistance with personal hygiene, toileting, dressing or other intimate tasks due to medical, developmental or age-related needs. The policy outlines the responsibilities of staff members involved in providing intimate care, emphasising safety, hygiene and safeguarding practices. It ensures that staff are appropriately trained and that care is provided in a manner that respects the personal autonomy and preferences of each student, while also engaging parents in the development of personalized care plans when necessary.

Definitions of Terms

Intimate Care - any care which involves washing, touching, or carrying out an agreed procedure to intimate personal areas to care for another person. This may be due to their young age, physical difficulties or special needs. Examples include continence and menstrual management as well as washing, toileting or dressing.

Soiling - a fecal accident

Wetting - a urinary accident

Admission to KCC

It is expected that all children are toilet trained before starting at KCC. This means that they should be able to manage their own needs independently and should not be wearing pull ups or nappies.

To be fully toilet trained the following tasks must be completed independently;

- Tell an adult when they require the toilet
- Pull down/up clothing to go to the toilet
- Wipe/clean/hose themselves after toileting
- Wash and dry hands thoroughly

During the application process parents are asked to confirm that their child is fully toilet trained. In instances when children are not fully toilet trained, a conditional offer is given to the family. The Admissions team will make regular contact prior to the registration fee payment to receive updates on the process.

Exceptional Cases

Where an application is made for a child who has a specific developmental or medical need which impacts on intimate care needs, the Head of School and Head of Inclusion must be informed. This allows the team to work closely with the family to ensure that an Intimate Care plan and risk assessments are in place so that the child's needs can be met. It may be necessary for the child to use the student of determination toilets or nurse toilet in order to protect the child's dignity.

Safeguarding Children and Adults

It is essential to maintain a high level of health and safety at KCC to protect both staff and children. Where possible children are encouraged to change themselves and manage their needs. However, we know that there are times, when a child might not be able to manage all of, or part of the process independently.

In alignment with the Child Protection and Safeguarding Policy, KCC is committed to ensuring the safety, dignity and well-being of all children during intimate care. Staff members involved in providing intimate care must adhere to safeguarding practices, including maintaining student privacy, respecting personal boundaries and following hygiene protocols.

Staff always ensure that there is an additional adult present or nearby during changing procedures to ensure transparency and safety. Any concerns regarding a student's well-being during intimate care should be reported to the Designated Safeguarding Lead in accordance with the KCC policies and guidelines. KCC is dedicated to creating a safe, respectful, and supportive environment, prioritizing the protection and welfare of every student.

Sensitivity and Respect

Adults should always 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 will be made for family members to come in.

Changing Procedures for Minis (Pre K) and EYI

Children in the Minis (PreKG) are required to keep a change of clothes in school. Children in EYI are also encouraged to keep a change of clothes in school. A selection of spare clothes are kept in school in case a child does not have their own. If used, these should be returned to school, washed.

It is recommended to wear disposable gloves and aprons whilst dealing with accidents. Wet clothes should be placed in a bag and soiled clothes should be double wrapped. Soap, hot water and sanitizer, should be available to wash hands once the task is complete.

Wetting Accidents

1. The child will be directed to the nearest toilet area and directed inside the cubicle.
2. The main toilet door should be kept open and the adult must remain outside of the cubicle.
3. The adult discreetly alerts the other adult in the classroom so that they are aware of the situation and remains in the nearby vicinity. If needed, the PA to the Head of Early Years can be contacted to assist.
5. The adult should verbally guide the student to clean themselves and change into dry clothes.
6. If the child is unable to do this, the child should be taken to the clinic where the Nurses will support to clean and change the child. (The LA should remain with the child)
7. If the student does not have any spare clothes with them, spare clothes should be collected from the EY Front Desk.
8. The parent should be notified of the time and details of the accident.
7. Wet clothes should be placed in a bag and sent home with the child. The parent should be notified of the time and details of the accident.
8. The incident should be recorded in the 'Intimate Care Log'. Please see appendix 1.

If a *second* wetting accident happens in the same day the above procedures should be followed. If a *third* wetting accident happens in the same day the above procedure should be followed and the Assistant Head should be notified so that the parents can be contacted to collect the child from school.

Soiling Accidents

1. The Clinic will be contacted. If possible, the LA will escort the child to the clinic. The LA will stay with the child whilst the female nurse cleans and changes the child.
2. The date and time will be recorded on the 'Intimate Care Log'. Please see appendix 1
3. The child should be returned to their class.
4. Soiled clothes will be sealed into a bag, then taken home for washing.
5. The parent should be notified of the time and details of the accident.
5. If the Nurse deems that the accident has occurred because the child is unwell, then sickness procedures are followed (Nurse calls parent, Nurse emails teachers, child stays in clinic, parent collects).

If a *second* soiling accident happens in the same day the above procedures should be followed and the Assistant Head should be notified so that the parents can be contacted to collect the child from school.

Changing Procedures for EY2 and above

Intimate care for older children will only take place with the permission of the parents.

Monitoring and Record Keeping

We know that when a child is new to an environment that accidents can happen due to the unfamiliarity to the environment. Reminders throughout the day will be given to support children with new routines as they settle into life at school.

- All accidents will be recorded by the homeroom teacher using the 'Intimate Care Log'. These will be kept discreetly in the classroom. Please see appendix 1.
- Parents will be notified at the end of the day in person or by email.
- After the completion of the first month at school the Intimate Care Log will be reviewed. Any child that appears to not be toilet trained (more than three accidents within the 1-month period) will be invited into school. The purpose of the meeting is to offer support and advice. If necessary, the school may request that the child stays at home for a few days to regain routines or that repetitive accidents will not be managed by the school but by parents.
- If there is a high number of repetitive accidents this meeting may take place before the 1-month period.

Policy Review Log

Date	Changes	Reviewed By
Feb 2025	Principal reviewed and signed	Abigail Fishbourne
August 2025	Principal reviewed and signed	Peter Taylor

Appendix 1

Sample Intimate Care Log

Name of Child:

Date	Time	Type of Care	Adult (Name and Signature)