

SHARP

Procedure for Toileting and Showering Children

Staff/ Volunteers are assigned separate toilet facilities from the children.

Children are not permitted in the Staff/ Volunteers toilet facilities. Staff/ Volunteers are not permitted in the children's toilet unless a child has requested assistance or there is an incident that requires Staff/ Volunteers attention.

When assistance or attention is required during toileting the Coordinator/ Supervisor of the same gender will take a Volunteer of the same gender to assist them. Both the Coordinator/Supervisor and the Volunteer will remain in sight and hearing of each other until the toileting/ is complete. Neither the Coordinator/ Supervisor or the Volunteer will touch a child in any way during the toileting procedure unless absolutely necessary.

When a child needs to use a public toilet facility a Volunteer of the same gender will enter the toilet area before the child does. They will check all toilet cubicles to ensure they are empty. If they are not all empty, the Volunteer will wait. Once the cubicles have all been checked and are deemed to be empty, the Volunteers will wait outside the toileting area (eg foyer), but next to the door, while the child uses the toilet, to ensure that no one else enters this area. If someone attempts to enter the toileting area, the Volunteers will request that they wait until the child has finished. Volunteers will ensure that the children are not in any danger.

Children will use a toilet tag system whereby a tag is taken and worn around neck whilst out of the programme. The tag is then hung up on return to the programme. Children are only allowed to go if a tag is available eg: a boys tag or a girls tag. In the Kindergarten Programme, there will be one toilet tag only. Children will only be allowed to go to the toilet if the tag is available. In the Kindergarten programme, all staff will use the 'staff' toilets located at the rear of the building.