Faenol Playgroup CIC

Policy Reference Number: 28

TOILETING Policy & Procedures

Introduction

Faenol Playgroup CIC is committed to ensuring that all staff responsible for the personal care of children and young people will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when personal care is given. The child's welfare and dignity is of paramount importance. No child or young person should be attended to in a way that causes distress or embarrassment.

Definition

In this policy 'Personal care' is defined as any tasks which involve washing, touching or carrying out a procedure which most people carry out for themselves but some children or young people are unable to do because of physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child/young person's stage of development. Examples include care associated with toileting as well as more ordinary tasks such as help with washing, dressing, eating and drinking. This policy has specific reference to toileting.

Our approach

In our setting, staff will follow these principles when carrying out personal care procedures:

- Children/young people have a right to feel safe and secure.

- Children/young people should be respected and valued as individuals and have a right to privacy, dignity and a professional approach from staff when meeting their needs.

- A child/young person's personal care should be designed to lead to independence.

- Guidance, reassurance and appropriate training will be given to our staff.

The child/young person will be supported to achieve the highest level of autonomy that is possible to reflect their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can.

In Faenol Playgroup CIC only employees who are DBS checked at the appropriate level and awareness/training of child protection/safeguarding procedures will be involved in personal care procedures.

Facilities and Health and Safety

In Faenol Playgroup CIC changing or cleaning of children will take place in the toilet area.

- Staff will wear disposable gloves and aprons while dealing with the incident
- Soiled nappies will be double bagged and placed in nappy bin. Waste will be removed by the licensed provider.
- Wet or soiled clothing will be double bagged and sent home for parents to wash/dispose of.
- The changing mat will be covered with disposal paper towelling before use. This will be bagged and disposed of in the nappy bin after each nappy change.
- The changing mat will be sprayed with a disinfectant after use.
- Running hot and cold water will be available and hands washed thoroughly with liquid soap as soon as task is completed.
- Paper towels will be available for the drying hands.
- Only water or the wipes provided by the child's parent will be used to clean the child.
- The child will be encouraged to participate in the changing / cleaning process if appropriate e.g wiping themselves, pulling up their pants etc.

Toileting Plan

If pupils are being changed regularly within the setting then a toileting plan should be produced. This will identify:

- Strategies for Working Towards Independence
- Arrangements for Changing
- Level of Assistance Needed
- Infection Control
- Sharing Information
- Resources Needed

The Toileting Plan should be reviewed termly and progress monitored. If it is considered necessary, a referral (with parental consent) to the Family Link Worker/Health Visitor may be appropriate to provide support and guidance.

Home/setting agreement for nappy changing

The parent:

- Agreeing to ensure that the child is changed at the latest possible time before being brought to the school
- Providing setting with spare nappies, wipes, nappy bags and a change of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed at school
- Agreeing to inform the setting should the child have any marks/rash
- Agreeing to a 'minimum change' policy i.e the setting would not undertake to change the child more frequently than if s/he were at home
- Agreeing to review arrangements should this be necessary

The setting:

- Agreeing to change the child should the child soil themselves or become uncomfortably wet
- Agreeing how often the child will be changed
- Agreeing to monitor the number of times the child is changed in order to identify progress made towards independence
- Agreeing to review arrangements should this be necessary

Toileting Plan

Child/young person's Name:	**D.O.B:**	**Toileting Plan created:**

	Details	**Action/comments**
Working Towards Independence: e.g. taking child/young person to toilet at timed intervals, using sign or symbol, any rewards used	????? to be encouraged to visit the toilet immediately before leaving for settingin the morning. During the session for ???? to have regular opportunities to visit the toilet including when peers use the toilet.	
Arrangements for Changing: e.g. who, where, arrangements for privacy	??? will only be changed by an employee of the setting.	
Level of Assistance Needed: e.g. undressing, dressing, hand washing, talking/signing to child/young person	??? will be encouraged to participate in the changing / cleaning process if appropriate e.g wiping, pulling up knickers/pants etc.	
Infection Control: e.g. wearing disposable gloves, nappy disposal	??? will be reminded to wash her/his hands after being changed/visiting the toilet. Staff will use disposal gloves and a disposable apron. The changing area will be cleaned with disinfectant after use.	
Sharing Information: e.g. if the child/young person has a napkin rash or any marks, any family customs/cultural practice	Parents will inform a member of staff if ???? suffers from any skin condition or if she has any other marks/rashes.	
Resources Needed: e.g. special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves	????'s parents to provide wipes, nappy sacks and a change of clothes (knickers, socks etc). Setting to provide liquid soap, gloves, aprons.	

Signed: Parent: Key member of staff:	**Date:**

Form 5 Working towards independence record

Child's name……

I can already

I will try to

Review date……..

Parents/Carer……..

Child (if appropriate)……

Setting Representative ……

Date……..

This **Welsh language policy and procedure** was passed for use in *Faenol Playgroup CIC*

On:

By: Position:

Date of planned review: