

Policy on Intimate Care and Toileting

Changing your Child

It is the policy of Holy Trinity After School Club to seek permission from parents at the beginning of the school year to change items of the child's clothing should they have an 'accident' or get wet during play.

If a child needs changing the member of staff who is changing the child informs another staff member in the room. The changing procedure takes place at the open toilet/classroom doorway where another staff member is near by.

Children are changed by staff members only and students are never asked to carry out this task.

A record is kept of when and why a child is changed, signed by the designated adult and a copy sent home.

Toilet Routine

Children are encouraged to use the toilet independently and carry out the toileting routine i.e. flush/wash. Staff will only intervene as and when necessary. Only employed staff will be involved in this practice.