



Holy Trinity Pre-School Intimate/Toileting Care policy

Policy approved by Preschool Management Committee

Date:

Signed:

Review Date

HOLY TRINITY PRESCHOOL

Changing a Child's Clothing

It is the policy of Holy Trinity Preschool to seek permission from parents at the beginning of the school year to change items of the child's clothing should a child 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/leader in the preschool room. The changing procedure takes place in the toilet with the door open and also the inside preschool room door open so staff can see each other or another staff member is nearby. It is important at all times to remember the care of the child is paramount.

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

A record is kept of when and why a child is changed, this is signed by the leader and witnessed by assistant or another member of staff and a copy is sent home with the bag containing the child's clothes.

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.

