



Essex After School Clubs

# **Changing and Toileting Policy**

## **Changing and Toileting**

**Essex After School Clubs is committed to meeting the needs of individual children. If children wet or soil themselves at club they will be supported sensitively by a staff member.**

If a child becomes wet or soiled whilst at Club a member of staff will support the child to change their clothes and clean themselves depending on the child's age and level of ability to do so.

### Guidance on Continence and Intimate Care policy.

The following guidance is based upon good practice and draws upon information contained within the Equality Act (2010) and the DfE document "*Supporting pupils at school with medical conditions*" which came into force in September 2014. Essex After School have based their own policy based upon this guidance and any other appropriate guidance available to them, taking into account the individual needs/circumstances in their own club.

Enuresis (wetting) is common and incontinence fairly common amongst children at school entry age. "Typical" child development involves the gradual acquisition of faecal and urinary continence. The rate at which children develop bladder and bowel control varies and is influenced by cognitive ability and various family and socio-cultural factors.

Children may have a physical condition that hinders continence, and some children may develop secondary enuresis or encopresis (soiling) as behavioural response to emotional difficulties. Essex After School Clubs staff are able to care effectively for children with these conditions and children will not be excluded from any activities solely because of a manageable condition.

### **The Equality Act 2010**

Achieving continence is just one of hundreds of developmental milestones, but in some cases this one developmental area has assumed significance beyond all others. Parents are sometimes made to feel guilty that this aspect of learning has not been achieved, whereas other delayed learning tends not to have the same stigma attached to it.

All such issues have to be dealt with on an individual basis, and Essex After School Clubs will make reasonable adjustments to meet the needs of each child.

## **‘Accidents’**

In any educational setting that admits young children, occasional ‘accidents’ are to be expected, where children who are otherwise toilet-trained wet or soil themselves. There are many possible reasons for this – the child may be absorbed in an activity, may be anxious about asking to use the toilet, may have an upset stomach, or may simply fail to get to the toilet and undo their clothing in time.

Where children have accidents, they should be changed in the same way as a child who is incontinent. Clearly, children should not be reprimanded or otherwise made to feel upset or embarrassed that they have had an accident. Asking parents of a child to come and change their child is unacceptable (unless parents have requested such an arrangement) and, in some cases, is likely to be a direct contravention of the Equality Act. Leaving a child in soiled clothing or a soiled nappy for any length of time pending the return of the parent can be considered to be neglectful.

Essex After School Clubs have a spare set of underwear and clothes however some children do not like being dressed in unfamiliar clothes, and some parents may object to their child being dressed in clothes which are not their own, therefore we would request that parents bring in a spare set of clothes for their child to use.

Older children may wish to change their own clothes, but they should always be supervised/assisted by a member of staff to ensure that they are clean and comfortable and dry before putting on the new clothes.

### **Guidelines:**

- The Key person (if they have one) should be encouraged to change their key children where possible.
- Staff should meet with parents/carers to discuss the child’s needs and their approach to changing children. Obviously, staff should be aware of cultural and religious practices and the wishes of the parents/carers.
- Wherever possible, to avoid distress or confusion to the child, practice should be the same at home and within the Clubs.
- Staff should be mindful of the need to preserve the dignity of the child.
- It is important that parents are aware that all staff have been through the DBS vetting and recruitment process which ensures that children are safeguarded.
- Spare clothes will be kept at the club, along with wipes and additional toilet paper.
- When changing children staff should wash their hands with hot water and an appropriate soap/hand cleaner both before and after changing a child. Gloves (and aprons where necessary) should be worn while changing children. Any spillages must be cleaned up immediately using a disinfectant liquid.
- Any soiled underwear should be lightly washed and placed in a discreet bag to be returned to the parent at the end of the session.
- Where needed staff should record times/frequencies of changing children and note any concerns (for example unusual bowel movement), which should be reported to parents/carers when the child is collected.

- An adequate supply of underwear /clothes must be kept on the premises at all times. Where parents/carers provide underwear or clothing, staff should notify them well in advance when the stock is depleting.

High levels of hygiene are essential to minimise the risk of infection and staff will wear gloves when changing children.

### **Child Protection**

The normal process of changing a nappy or clothes should not raise child protection concerns, and there are no regulations that indicate a second member of staff must be available to supervise the nappy changing process. Staff members will always inform another member of staff when taking a child to be changed. If children can change their own clothes they will be encouraged to do so with sensitive support.

### **Further Information and guidance**

**Enuresis Resource & Information Centre (ERIC)**, 34 Old School House, Britannia Road, Kingswood, Bristol, BS15 8BD. Telephone: 0117 960 3060  
Website [www.eric.org.uk](http://www.eric.org.uk)

**Good Practice in Continence Services**, 2000. Available free from Department of Health, PO Box 777, London SE1 6XH or [www.doh.gov.uk/continenceservices.htm](http://www.doh.gov.uk/continenceservices.htm)