

HOLIDAY CLUBS CONTINENCE POLICY

We believe in promoting the personal development of children. We will promote the welfare of children and will not judge children or parent/carers if a child is incontinent. We will support every child's needs and put in place hygiene and safeguarding guidelines when managing children's incontinence.

Children will not be excluded from any activities solely because of incontinence.

Staff will consider the following issues:

Health and Safety

All staff will have high regard for the Hygiene Policy and Infection Control Guidelines as well as the Health and Safety Policy.

This is a procedure statement in the case that a child accidentally wets or soils him/herself, or is sick while on the premises. The same precautions will apply for nappy changing. This will include:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled nappies to be double wrapped and placed in the bin, of which, should be emptied every day
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Hot air dryer or paper towels available for drying hands.

We will not ask parents of a child to come and change a child as it is a direct contravention of the Disability Discrimination Act.

Facilities

We always include an area for changing and showering children in order to meet the personal development needs of children. If necessary we will use A 'Do not enter' sign (visually illustrated) on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child.

Child Protection

The normal process of changing a nappy/pad should not raise child protection concerns, and we will always have a second member of staff available to supervise the nappy changing process to ensure that abuse does not take place. Volunteers are not allowed to toilet children in any circumstances.

The child's Key Person will change the nappy with another staff member supporting. Nappy changing will take place in toilet or bathroom areas. Staff will use the children's own resources at all times and parent/carers will be asked to provide their child with enough resources.

Key People must ensure that children are not unduly distressed by the experience and should take measures to ensure that the child is calm throughout, such as singing or pointing to photos or pictures on the wall or ceiling.

Resources

Depending on the child's needs, requirements and size, it could take ten minutes or more to change an individual child. The time spent changing the child can be a positive, learning time and the Playleader must ensure they manage the staffing team when ratios are compromised as two staff are toileting a child.

Job Descriptions

Personal care is in the job description and will be specified during interview processes. It will be made clear to staff that they will be expected to toilet children, but the Playleader will ensure staff are supported in this role if it is new to them.

Partnership Working

In some circumstances it may be appropriate to set up a home-club agreement defining the responsibilities of each partner, and the expectations each has for the other. This might include:

The parent:

- ensuring that the child is changed at the latest possible time before being brought to the club

Parent/carers will be asked to:

- Provide spare pads and a change of clothing
- Agree to inform the Playleader should the child have any marks/rash
- Agree to a 'minimum change' policy i.e. the club 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 club will in return:

- Agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- Agree how often the child will be changed
- monitor the number of times the child is changed
- Agree to report should the child be distressed, or if marks/rashes are seen
- Agree to review arrangements should this be necessary.