



Toileting & Changing Policy

Date	6th April 2017
Reviewed	19th July 2018
Date of next review	19th July 2019

Toileting & Changing Policy Statement

- If taking a child to the toilet, staff need to inform the Team Leader where they are going.
- Ideally another member of staff should be within ear-shot.
- It is the responsibility of the Senior Team Leader/Team Leader to change pads/nappies.
- In the event of a toileting accident it is the Senior Team Leader/Team Leader who is responsible for changing.
- Supporting member of staff must be present.
- Gloves, wipes, double bagging should be thrown in the clinical waste bins or sent home.
- Autism Bedfordshire encourages a child's development in personal care and will seek information from parent as to the level of support child may need.
- Adapt communication to promote healthy toileting, for example, verbal prompts scheduling etc.

Swimming Accidents

What to do if you suspect an accident has occurred:

- No-one to deal alone.
- Risk of water.
- Clearly allocated roles.
- Floating staff positioned.
- Children in/out pool – procedure.
- Team Leaders to liaise with lifeguards to ensure supervision/support is in place prior to group going in the water.
- Due consideration given to age and ability of child when allocating male/female changing rooms.
- Senior Team Leader/Team Leader will allocate staff and volunteers to their roles. Everyone is expected to assist.
- Children to be signed in and out of water.