

## INTIMATE CARE (TOILETING PROCEDURES) – A GUIDE FOR PARENTS

All children accepting places in the school should be fully independent in toileting during school sessions. If a child has a recognised special need or medical condition, this should be brought to the principal's attention before enrolment so that every effort can be made to arrange with the appropriate bodies to enable access for the child.

Accidents occasionally happen, particularly during the settling-in period. This is a big transition for children, full of new experiences and possible uncertainties. We ask you to work with us to minimize any potential problems, by helping your child to understand our toileting arrangements.

1. Children do not need to seek permission to use the toilet. They will be encouraged by staff to simply go to the toilet area when they feel the need to.
2. Children should be dressed in clothing which is easy for them to adjust independently. Belts and buttons can take up valuable time, so avoid them when selecting clothes for your child.
3. When you bring your child to school accompany them to the toilet area, remind them about routines for hygienic use of the toilet:
  - a. one person in the toilet at a time.
  - b. sit/stand until toilet is finished (being careful about aim!).
  - c. wipe their body carefully with toilet paper.
  - d. flush the toilet.
  - e. replace all clothing before leaving the toilet.
  - f. wash and dry hands carefully.

Children should seek assistance if they are having difficulty and help will be given wherever possible. It is important to remember there are generally 26 children and 2/3 members of staff. It is not always possible to be available at the vital second when a child needs a helping hand.

4. If, despite our joint efforts, your child does have an accident and “wets” themselves, we will, with your written consent, assist them to change into dry clothes. We will try to insure your child's dignity is protected and their self-esteem is kept intact. If your child is uncomfortable or distressed in this situation we will contact you.

5. We do not have the facilities or staffing provision to change children who soil. ***This requires a level of intimate care which we cannot normally provide.*** If your child soils we will immediately contact you or the people you identify as emergency contacts, who should be available to come to the school immediately to clean/change the child or take them home for bathing.

*(In the unlikely circumstances that we cannot contact you, we may have to make arrangements to change your child.). This will be at the discretion of the Principal as Designated Teacher for Child Protection.*

Toileting is a normal part of our lives and your child should be familiar with school routines. This will enable them to avoid accidents and make the most of their time in school free from worry.