

## **Rationale**

At *Sistema Waikato* we are committed to safeguarding and promoting the health and welfare of children attending our programme.

It is generally expected that the majority of children attending the programme will be toilet trained. However, we recognise that from time to time some children will have toileting accidents and need to be attended to.

In addition, as the *Sistema Waikato* programme is open and accessible to all, young people with medical conditions or disabilities may enrol on the programme and could require adult assistance for their personal care needs.

## **Purpose**

To ensure that all *Sistema Waikato* staff undertake any duties related to the toileting of children in a professional manner at all times.

To ensure that children are treated with respect and sensitivity at all times whilst attending the programme.

## **Guidelines**

1. *Sistema Waikato* staff will only use the unisex/special needs toilet located in the hallway adjacent to the *Sistema Waikato* office.
2. Children are to use the male and female toilets located in the Nawton School Hall or, if in Nawton Community Church, the male and female toilets located off the main hall.
3. Children are encouraged to use the toilet during scheduled break times to reduce instances of staff members being taken out of ratio to supervise toilet visits.
4. Children must make staff aware if they wish to use the toilet facilities so that staff know that the child is accessing the facilities and not missing or absent.
5. If staff members are required to supervise a toilet visit, staff will wait outside the toilet facilities.
6. In the event that a staff member needs to enter the toilet facilities, the staff member will ask another member of staff to accompany them. Staff members will first knock on the main door of the toilet facility, ask through the door if the child requires assistance, and if no reply is forthcoming, the staff member may open the door to the toilet facilities.
7. At all times, staff should ensure they comply with the *Sistema Waikato* Child Protection Policy and Guidelines.

8. *Sistema Waikato* will ensure careful communication with any child who requires intimate care to discuss needs and preferences. Staff will be supported to adapt their practice in relation to the needs of individual children as required, with an individual care plan being drawn up for any child requiring regular personal care. Personal care requirements will be discussed with parents/caregivers in advance of the child's enrolment and recorded on the plan.