

## TOILETING AND PERSONAL HYGIENE PROCEDURE

This procedure covers a wide ability range so care should be taken to respect the age, ability, independence and sensitivity of each child

1. Students, helpers and staff who have not yet received a CRB disclosure may only accompany children to the toilet if they are supervised.
2. Children should be encouraged to be independent. Necessary help should be given according to the age and ability of the child, in a caring manner that will not undermine their self esteem and taking into account their need for privacy.
3. Children should be encouraged to use toilet paper, flush the toilet and wash their own hands, according to their age and ability. Help should be given to children needing assistance, in a caring and sensitive manner.
4. Staff should wear disposable rubber gloves when dealing with a child's bodily fluids or excretions.
5. Toilets should be checked for cleanliness hourly throughout the day. Toilet seats, handles, taps and sinks should be sprayed with anti bacterial spray then wiped with a paper towel. The floor should also be mopped regularly.
6. Ensure that there are always toilet rolls, soap clean towels available. If the roller towel in the dispenser has run out, change it. If the floor is wet, mop it.