

# Queen Camel out of school club Joint Toileting Policy

## Statement of Intent

It is our intention to ensure that children attending the out of school club are safe whilst using the shared toilet facilities. The following procedure describes the process for out of school club children to go to the toilet, to ensure that School and Pre-School children remain safe at all times.

## Aim

It is our aim that the children remain as independent as possible, whilst having supervised access to the toilets.

## Toileting Procedure

Children will be encouraged to ask an adult, when they need to go to the toilet. Children seen jiggling/holding themselves, will be encouraged to go to the toilet. Once a child has asked, a staff member will quickly ask if any other children need the toilet.

A staff member supervise the children out of the classroom, and out towards the toilet.

Children will be supervised and assisted as needed.

Children will then be asked to wash their hands thoroughly and dry them on the hand dryer, before returning together, to the classroom.

There is a bell in the toilet, should a situation arise, where another staff member is needed to protect the dignity of a wet or sick child.

## Considerations

Staff will consider, using their knowledge of the children, if there needs to be more than 1 staff member to supervise each trip to the toilet.

The internal door to the playground can be open/unlocked as out of school club children are fully supervised through that area.

**No adult, unless School/Pre-School/out of school club staff member/Volunteer with DBS clearance will be allowed access to the toilets used by Pre-School.**

The toilet locks will shortly be removed, until that time, care will be taken to ensure children do not lock themselves into a toilet.

Any School Visitor, needing the toilet, can be directed to the staff/disabled toilet.

### **Links to other policies and legislation**

- Settings Policies/Procedures: -
- Legislation –
- Every Child Matters Outcome: -
- General Welfare Requirement: -

<b>A unique Child</b>	<b>Positive Relationships</b>	<b>Enabling environments</b>	<b>Learning and development</b>

This policy was adopted at a meeting of Queen Camel Pre-School  
21<sup>st</sup> May 2015  
Signed on Behalf of the Pre-School

Kate Kirkham, Chairperson