

Holiday Programme Toilet Policy

Purpose

To ensure parents, staff and children are aware of the procedure for children needing to use the toilet facilities. This will help to safeguard the children when using toilets and reduce contact with public.

Conditions

Children must be able to use the toilet themselves when booking in to the programme. Staff are not permitted to help with toileting at any time. Inability for a child to toilet themselves will result in the parents being called to assist and collect the child.

If a Programme Leader finds a child needs urgent assistance in a toilet area they will need to call upon the Programme Co-ordinator and/or a Senior staff member to assist. Staff are not permitted to enter into a toilet cubicle alone with a child unless it is an emergency situation (e.g medical assistance is required).

Guidelines for MD building

1. Signs are to be placed on toilet doors MD214 and MD215 for the duration of the Programme hours. The signs state that these toilets are to be used exclusively for the Holiday Programme children **only**. These toilets are visible from the windows of MD210-212 where the children spend the majority of their time. The children are to use toilets MD113 and MD114 only when outside of MD building.
2. Children must notify a Programme Leader when they want to use the toilet and must let the same programme leader know when they return. This programme leader is responsible for making sure the child returns safely from the toilet.

When using other AUT buildings (outside of MD) or going off site:

1. Programme Leaders will be responsible for letting the children know which toilets they can use.
2. The Programme Leaders should encourage children to use the toilet before and after activities so there is minimal disruption to activities. The Programme Leader will need to wait outside the entrance to the toilets until all the children are finished.
3. If children need to go in the middle of an activity a Programme Leader should ask if any other children need to go at the same time and will wait outside until they are all finished.