

Extratime

Changing & Toileting Procedure

Rationale

Some of the children/teenagers attending the projects will wear nappies or pads which will need changing during the session. Other children/young people may need accompanying to the toilet and some assistance may be required. The aim of this policy is to provide safe and protective procedures for both staff and children/young people. Maintaining the child's or young person's dignity is also paramount. Be sensitive to the person's feelings - tell them exactly what you are doing and talk them through it.

- Individual youngsters being changed are to be accompanied by two staff wherever possible. At least one worker must have clearance from the criminal records bureau. All staff will have enhanced CRB disclosures which include being vetted by the Independent Safeguarding Authority but there are occasions when a member of staff may be employed by extratime, while their CRB clearance is being processed. In these circumstances all other safe recruitment procedures will have been followed (please also see extratime safeguarding of children and young people policy) and the person concerned does not work alone with a child or young person at any time.

Note: If two or more children or young people are being changed together they may be accompanied by one worker per child providing they are changed together but in separate cubicles, not in view of each.

- All staff/volunteers must wear gloves and wash their hands.
- Whenever possible, keep the worker same sex as the child/young person being changed and make sure the worker feels comfortable attending.
- Make sure a mat or incontinence sheet is available to place under child/teenager.
- Before starting, the staff member or volunteer must decide which position is safest to change the person both for themselves and the child or young person they changing. They must also assess how much help they will need. A lifting and handling assessment form may need to be filled out prior to child or young person attending. If a hoist is to be used you must follow the hoisting protocol for that child or young person to ensure correct sling positioning etc.

IF IN DOUBT ASK ANOTHER MEMBER OF STAFF, PREFERABLY THE SUPERVISOR. STAFF/VOLUNTEERS SHOULD NOT BE IN A POSITION WHERE THEY MAY CAUSE INJURY TO THEIR BACKS.

- Wherever possible change children or young people in the standing position. Make sure they have something to hold on to i.e. another worker. It is easier to change someone from the standing position and usually easier to change from behind.
- When changing pads, make sure that they are sufficiently secure especially around the waist and are comfortable, without being too loose.
- When the child or young person has a spinal jacket make sure you are familiar with how the pad or nappy sits in relation to the jacket/vest and how tight the jacket should be done up.
- Dispose of nappies/pads, gloves and wipes in yellow clinical waste sacks provided and store in correct place at the end of the session.

Document version and review control

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