

ADVICE TO STAFF

A list of parents, who have requested that their child is not changed, is available from the teacher.

CHECK BEFORE YOU CHANGE

Students and temporary staff/helpers do not change children.

- If the child is able to change him/herself, encourage him/her to do so ***at all times.***
- If the child requires or asks for help, ***always*** inform another member of staff of what you are about to do.
- ***Always*** leave the bathroom door open and if possible assist the child to change in a quiet area of the bathroom, to preserve the child's privacy. Only change a child ***in*** the cubicle if absolutely necessary and ensure that another member of staff is near at hand.
- ***If a child has soiled him/herself***, the parent/carer should be called to collect the child.
- ***If the child refuses*** to be changed or wants a parent/carer, reassure the child, inform the teacher who will contact the parent and leave the child unchanged.

ASSISTANCE MUST NOT BE FORCED ON ANY CHILD