

Personal Care and Toileting Policy (With Equality Clause)

Introduction and Commitment to Safeguarding

Progressive Sports is committed to providing a safe, positive, and inclusive environment for all children participating in our activities. The welfare of each child is paramount, and this policy outlines our approach to personal care and toileting to ensure the safety and well-being of children while clearly defining the responsibilities and limitations of our staff.

This policy is informed by our overarching Safeguarding Policy and aims to prevent any situations that could compromise the safety or dignity of a child or place staff in potentially vulnerable positions.

Equality and Reasonable Adjustments

Progressive Sports is committed to the Equality Act 2010. We will consider reasonable adjustments so that a child with a disability or medical need is not placed at a substantial disadvantage in relation to toileting and personal care. We do not routinely provide intimate personal care. Where a child requires such support due to disability or medical need, we will complete a case-by-case assessment to decide what is reasonable in our setting. Safeguarding, staff training, facilities, supervision ratios, and health and safety will all be considered. If an adjustment is not reasonable in our setting, we will notify the family and school and discuss possible alternatives.

Staff Training and Expectations Regarding Personal Care

It is important to understand that Progressive Sports staff members are primarily activity leaders and coaches, whose expertise lies in delivering high-quality sports and physical activity sessions. They receive training in safeguarding principles, child protection procedures, and appropriate interactions with children. However, Progressive Sports staff are not trained in providing intimate personal care, which includes tasks such as assisting with toileting (beyond verbal support as outlined later), changing nappies or pull-ups, or managing hygiene related to incontinence.

Therefore, Progressive Sports staff are explicitly instructed and expected not to be involved in any aspect of personal care or toileting that necessitates physical assistance or direct intimate contact with a child. Any deviation from this policy would contravene our safeguarding procedures and could potentially raise serious concerns.

Policy Regarding Children Who Are Not Toilet Trained

Progressive Sports sessions are designed for children who have achieved a level of independence in their personal care, including toileting. Children who are not reliably toilet trained and/or who require the use of nappies or pull-ups cannot be provided with the necessary personal care by our staff. Due to the lack of trained personnel and the potential safeguarding implications, unfortunately, children who are not toilet trained will not be able to attend our sessions. This ensures that staff can focus on delivering their core responsibilities safely and effectively.

Managing Occasional Accidents in Toilet-Trained Children

We understand that even children who are generally toilet trained may experience occasional "accidents." To manage such situations effectively and with sensitivity, the following procedures will apply:

- **Parent/Carer Responsibility for Disclosure:** Parents/carers are required to inform Progressive Sports staff during the booking process if their child has a history of occasional accidents or if there are any underlying medical conditions that may increase the likelihood of such incidents.
- **Developing a Contingency Plan:** Following disclosure, Progressive Sports staff will work collaboratively with parents/carers to devise a clear and practical plan for how occasional accidents will be managed. This plan should include:
 - **Location of Spare Clothing:** The plan should specify where this spare clothing will be kept during the session to ensure quick and easy access.
 - **Communication Protocol:** A clear method of communication between staff and parents/carers in the event of an accident should be established. This may involve a phone call or agreed-upon signal.
- **Staff Support in Case of Accidents:** In the event of an accident with a toilet-trained child, Progressive Sports staff will:
 - **Provide Verbal Support and Privacy:** Offer the child verbal reassurance and support from a distance, guiding them on how to clean themselves using their own spare clothing and hygiene products provided by the parent/carer. Staff will ensure the child has a degree of privacy while remaining within earshot for safeguarding purposes.
 - **Identify a Suitable Private Area:** Where possible and appropriate, staff will help the child find a private and safe space to manage the situation.

- **Communicate with Parents/Carers:** Following the pre-agreed communication protocol, staff will promptly inform the parents/carers about the incident and the actions taken. Parents/carers may be requested to collect their child depending on the severity of the situation and the child's well-being.
- **Avoid Direct Physical Assistance:** Under no circumstances will Progressive Sports staff physically assist a child with cleaning themselves or changing their clothes in intimate areas.

Expectations of Parents/Carers

It is the expectation of Progressive Sports that parents/carers will have adequately trained their children to be reliably clean and dry by the time they attend our sessions. By enrolling their child, parents/carers acknowledge their responsibility for their child's personal care needs.

Health and Hygiene Considerations

Progressive Sports maintains high standards of hygiene within our activity settings. In the event of an accident, staff will ensure that any soiled areas are cleaned appropriately to prevent the spread of germs, following our standard hygiene procedures.

Policy Review

This Personal Care and Toileting Policy will be reviewed regularly to ensure its effectiveness and alignment with best practices in safeguarding. Any updates or amendments will be communicated to parents/carers and staff.

By adhering to this policy, Progressive Sports aims to create a safe and enjoyable experience for all children while clearly defining the boundaries of our staff responsibilities in relation to personal care and toileting. We believe this approach prioritizes the well-being and dignity of children and protects our staff from potentially vulnerable situations.

Review date: September, 2025