

Children's safeguarding

KCA Toilet Policy

This document is intended to give guidance to all volunteers or people of influence (e.g. security, stewards) who within their roles may be asked to oversee use of the toilet facilities. Although the group members are children and young people, this policy also serves as advice for those dealing with adults at risk. The key thing to remember is that if you are in any doubt, please seek assistance or clarification where needed from the leader of the group.

Tots Church (Belicia Room) & Mini Church (Sharik Room)

Within Tots Church it is likely that there will be a mix of children who are potty trained and those still in nappies. Volunteers should not change nappies under any circumstances, even if you know the child please ask a parent/carer to attend to the child if a nappy needs to be changed.

Once the child is of an age where they are using the toilet, they must be escorted to the disabled toilet by a volunteer **over the age of 18**. Please inform another member of the team that you are taking a child to the toilet, open (and leave open) the door for them and wait in the corridor area. Children in mini church 3.5 - 6 should be able to manage the process by themselves. The accepted guidance for young children who may need assistance is to keep it appropriate for their age and assist when asked. Please feel free to ask the parent/carer to take their child to the toilet before signing them into the group, especially if recently potty-trained.

Whilst we advise giving age appropriate help to any child who needs it, if you feel in any way uncomfortable about assisting a child in this way, please ask for assistance or get the parent/carer. If there is an incident where a child has soiled his/her clothing, the parent/carer **must** be called straight away and asked to help their child.

Kids Church KS1 & KS2 (Upstairs K1,2&3), Connect (The Street), The Zone, The Street

Children within this group should be able to walk to the toilet and manage by themselves before returning to the group. It's helpful to have a designated toilet break, during snack time so that the team are aware of any children leaving the room to use the facilities. It is often necessary to 'chase up' some of the group after a reasonable period of time. This must be done by a leader, over 18 and of the same sex, at no point should it be necessary to fully enter the communal toilets, open the door and hold it open, you'll then be able to see the occupants whilst remaining completely visible from the corridor. If a child/young person has difficulties or needs help, please make sure that another adult volunteer knows the situation, and ideally get the parent/carer to assist.

Team members for The Zone, Kids Church, and Youth activities (upstairs groups) should use the disabled toilet when on the team.