

# Toileting Procedure



## QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

**Rationale:** One of the skills we teach at Mount Compass Preschool Centre is independence and responsibility. Together with families, we each play a role in educating and taking care of our children so they can become thriving and responsible young people. Children become independent in their own time and most children have shown this independence before starting preschool. While the majority of children enrolling in kindergarten are toilet trained, a number of children are not developmentally ready. Mount Compass Preschool Centre kindergarten promotes the inclusion of all children, including those with health care needs.

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.

### **Procedure:**

- It is suggested that all families provide their child with a change of clothes in case of accidents (toileting or otherwise). It is quite common for preschool aged children to have toileting accidents. We do keep a supply of spare clothes for emergency situations.
- Some children who enrol in kindy are not toilet trained and may require some support in this area. It is important that this information is provided to the kindergarten when the child is enrolled in order for staff to plan appropriate support
- If a child needs regular support with toileting or is in pull-ups/nappies a continence care plan may be needed in consultation with your child's doctor. Please speak to the director for further information and support with this process. Staff will apply the plan whilst the child attends preschool.

### **Staff Responsibilities:**

- Implement continence/toileting plans provided by medical professionals to support children's independence
- Staff will always support children in the above circumstances and endeavour to change them in a manner that provides privacy, minimizes anxiety and encourages independence.
- DfE policy advises that it is not essential to have two people present in the toilet area while changing a child, although at times it may be necessary. DfE also allows for a child to be changed by staff of the opposite sex. Staff will endeavour to inform another staff member should they need to change a child and do so within hearing of other staff. This is for the protection and safety of all concerned.
- All staff are to be made aware of the Protective Practices guidelines in relation to toileting and act according to the guidelines.
- Staff are able to support a toilet training program, but they are unable to take full responsibility for toilet training, as this is a family responsibility.
- Children who are wearing a pull-up will be checked in the morning and afternoon. However, if it comes to our attention earlier they will be changed if necessary

- Follow all health and hygiene practices including following correct nappy changing procedure that is located in the bathroom
- Staff will keep a record of when they have changed children use the DfE toileting log form
- Families will be informed if their child has an accident with a laminated note in their family pocket

**If a toileting accident occurs staff will:**

- Encourage child to get spare clothes from their bag. If they don't have spare clothes staff will provide spare clothes.
- Encourage children to clean themselves and change their own clothing, depending on the level of soiling and ability of the child.
- Place soiled clothing in a bag
- Place the soiled clothing in the child's bag.
- Used pull-ups will be placed in the outdoor blue bin.
- Families will be informed if their child has an accident with a laminated note in their family pocket
- Respect the rights of the child to refuse help from teaches. If this occurs the child's family will be contacted to come and change the child.
- Soiled knickers/jocks may be disposed of at staff's discretion due to hygiene and OHSW practices.

**Parental Responsibilities:**

- Children wearing pull-ups or nappies need to be in a fresh pull-up/nappy when they arrive at kindergarten
- Toileting support involves reminding a child to use the toilet or supporting the child to independently use the toilet. We ask families to teach their children how to pull down/up their own pants, how to wipe their own bottom, how to flush the toilet, wash their hands etc
- Provide spare clothing, including nappies/pull-ups in their child's bag every day.
- Send their child to kindergarten in clothing they are able to independently take off.

**Sources:**

1. DfE Protective practices for staff in their interactions with children and young people guidelines for staff working or volunteering in education or care settings
2. ACECQA National Quality Standards 2.1, 2.1.1, 2.1.3
3. Continence Care Plan form
4. Toileting and learning plan
5. Continence management log

Endorsed by Governing Council May 2024

Review May 2027

Table 1: Revision Record – Started May 2024

VERSION	APPROVAL DATE	NEXT REVIEW	REVISION DESCRIPTION
1.1	May 2024	May 2027	Whole of policy reviewed and wording and sub heading changed to line in up with NQS and DfE Policy changes.