

Toileting Policy

Rationale

Developing good continence management practice is important for the emotional and social well-being of the child and is a very important self-help skill; it improves the person's quality of life, independence and self-esteem and avoids stress and embarrassment to the children and families concerned.

Le Fevre Kindergarten supports children and families to develop independence for toileting, as well as promoting the inclusion of all children, including those with health care needs, whilst being respectful and considerate of cultural and religious beliefs.

This policy aims to clearly demonstrate our practices for when children may need toileting assistance or require clothing to be changed.

Our duty of care to the children is our priority.

Aims

- To support children and families to develop independence for toileting.
- To ensure children and educators implement the toileting procedures.
- To ensure the rights of the child are maintained and their dignity is respected.
- To maintain a high level of hygiene at the Kindergarten.

Strategies Guidelines

Toileting

Children are encouraged:

- to be independent and self-manage undressing / dressing and toileting when possible,
- to wipe themselves and to flush the toilet after use,
- to wash hands properly after toileting.

Families are asked:

- to teach their children how to: pull down/up their own pants; how to wipe their own bottom; how to flush the toilet, etc
- to ensure their child wears clothes that the child is able to manipulate independently, i.e. easy buttons, zips, etc
- to provide spare clothing each day in their child's bag in the event that clothing needs to be changed. It is quite common for preschool children to have toileting accidents and they are often happier to change into familiar clothes that they identify as their own,
- to inform the kindergarten of any cultural sensitivities around the area of toileting and changing,
- to provide permission for Educators to change/clean their child if they have wet or soiled. If permission is not given, parents will be contacted to come and either change/clean the child at kindergarten or take the child home.

Educators will:

- model correct hand hygiene techniques and encourage children to wash hands properly,
- follow individual children's continence care plans and support these children in their toileting needs,
- support any child who may have had a toileting accident,
- ensure the supply of spare clothes for emergency situations.

Procedures for changing clothes and supporting continence in children are in place to:

- respect the privacy, preserve the dignity and encourage the independence of children;
- protect and safeguard the health, safety and wellbeing of the child and educators and to protect from harm or allegation;
- carry out the continence care plan as agreed with children who have had an assessment and in consultation with parents/carers;
- enable good pathways of communication from child to the preschool and the parent/carer.

Toileting Policy cont.

Procedures

Changing and Supporting Continence in Children

Children may be at different stages of their toilet training and they may occasionally wet and soil themselves.

Procedure

- Children are asked to get their spare clothes from their bag and go into the bathroom area to be changed, if they are able.
- Children are encouraged to do as much as they can by themselves i.e. taking off their shoes, putting the wet or soiled clothes into a water proof bag to take home, and putting on their clean clothes.
- Educators will, in the first instance, assist by guiding the child verbally to meet their personal care needs.
- Where a child is unable to carry out personal care needs themselves, the educator will support the children within the children's toilet area or if appropriate the curtained change area can be used to assist the privacy and effective care of the child.
- During the changing process the Educator assisting or supervising the child will ensure:
 - That their own hygiene needs are met
 - That other Educators are aware of the assistance being given
 - That they remain visible or within hearing distance of other Educators. This is for the protection and safety of all concerned.
 - That the assistance is recorded and parents are informed at collection time.
- Wet or soiled clothing will be placed in a waterproof bag and sent home for washing. Soiled underpants may be disposed of at Educator's discretion due to hygiene and WHS practices.
- Child and Educators are to wash their hands.

If this situation leads to high stress for the child, parents can be contacted.

If a child is badly soiled, the attending Educator will make a decision as to whether the children is cleaned using the changing bath area. If this occurs, the same toileting procedures will apply.

If a child has regular soiling issues during the session, parents will be notified to collect their child as this may indicate a medical issue. A child who soils their clothes on a regular basis may have an underlying problem that needs to be discussed with their parents/caregiver.

DECD policy advises that it is not essential to have two people present when changing, although at times it may be necessary. From an Educator perspective, it is advisable to have another Educator close by, within line of sight or hearing, to observe and confirm child protection issues have been addressed. This can be intrusive for the child and should always be negotiated with them and ideally their family. DECD policy also allows for children to be changed by Educator of the opposite gender.

All Educators must be aware of the Protective Practices guidelines in relation to toileting and act according to the guidelines

Toileting Policy cont.

Health and hygiene

Educators will use strict, consistent hygiene routines to maintain a high standard of recommended health and hygiene procedures. The kindergarten will be consistent in the following areas:

- Washing hands before and after toileting experience.
- Educators will wear protective gloves for each toileting accident.
- Educators use wipes to clean the child. Where possible Educators will support children to do this independently.
- Wipes will be discarded immediately.
- Toilet seats will be cleaned and disinfected regularly.
- Toilets will be checked regularly and flushed when necessary.
- Soiled disposable nappies/pull ups will be placed in a plastic bag and placed in the outdoor garbage bin.
- Soiled clothing will be placed in a waterproof bag and sent home with the child.

If a child needs support that is additional or different to the practices and procedures outlined above, an individual continence care plan is needed in consultation with the child's doctor. Please speak to the Director for further information and support with this process.

Review

Governing Council and Educators monitor and review the effectiveness of the policy and revise the policy when required (at least once every three years)

Policy Implementation – Term 3 2017

Policy review – 2020

Reference

- National Early Years Learning Framework
- National Quality Standard for Early Childhood Education and Care and School age care. (Quality Area 2)
- Australian Government, National Health and Medical Research Council, Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services. Fifth edition 2012
- Para Hills West Preschool – Guidelines and Procedures on supporting personal development (Toileting, Continence, Nappy Changing)
- Oaklands Estate Kindergarten – Changing of Children's Clothing policy
- Mage Sexton Kindergarten – Policy 22: Toileting
- Protective Practices for Staff on the interaction with children and young people: Guidelines for staff working or volunteering in education and care settings. Sept 11