



Thorndon Park Kindergarten

13 Nestor Street, Athelstone 5076

Phone: 8336 1422 Fax: 8365 5739

Email: [kindy.director@thorndonkgn.sa.edu .au](mailto:kindy.director@thorndonkgn.sa.edu.au)

Thorndon Park Kindergarten Protective Practices Policy

Rationale

As outlined in the DECD Protective Practices For Staff In Their Interactions With Children and Young People, 2011, staff are to be aware of these guidelines and work as far as possible within the limits of this document.

Aim of Policy

- To provide guidelines for staff and other adults working with children at Thorndon Park Kindergarten.
- To enable staff to provide support for each other in regards to implementing this policy

Implementation

1. Distressed Children

- It is not uncommon for children to be distressed as their parent leaves or as a result of incidents while at Kindergarten.
- A staff member will sit with the child, holding them if they are comfortable until the parent has left and/ or the child is calmer. Reassurance will be provided and the child encouraged to become involved in a play activity. This is to be done in view of other adults at the centre.
- Parents are encouraged to contact the centre to check on their child at any time. Staff may ring to reassure parents, and will ring if no progress is made in regards to settling the child. In this instance parents will be asked to collect their child.
- A distressed child may be left alone for a limited time if that is deemed appropriate in particular instances but they will be monitored closely from a distance.

2. Toileting and Changing Children

- When going to the toilet children will be encouraged to firstly manage on their own with appropriate verbal assistance before physical assistance is offered.
- In the Early Childhood sector toileting accidents are a normal occurrence and are generally managed by the staff.
- In the interest of protecting privacy parents of other children, volunteers and students are not to change children but to notify a staff member of the incident.
- If changing is necessary the staff member involved will inform another staff member of their intent. The child will be changed in the toilets or the library and given as much privacy as is possible.
- Staff will wear protective gloves when changing wet/soiled children.
- Soiled/wet/dirty clothes will be placed in a named plastic bag, and put into the child's locker and where possible tied onto their kindy bag.
- Parents will be informed that their child has been changed via a slip in their communication pocket. Parents will be asked to wash and return any kindergarten clothes their child has needed to borrow.
- Staff will record the date, child's name, their own signature and have the record countersigned by another member of the staff team.
- Where a child is uncomfortable about being changed, their feelings will be respected and a contact person notified.
- To assist with this process parents are encouraged to place a spare set of clothes in their child's bag. The Kindergarten does keep spare clothes but children are often happier when wearing their own.
- For persistent toileting mishaps the staff may initiate individual programmes based on toilet timing.
- Staff may need to engage more often in physical contact with children with special needs as a means of meeting their duty of care to them. These children may need a separate health plan or documented agreed strategies that are to be used to support that child.

3. Physical restraint

Please refer to the Site Behaviour Code and Protective Practices For Staff In Their Interactions With Children and Young People.