



Toileting and Changing Procedure

Thorndon Park Kindergarten aim to support children with learning the skills needed for independence and responsibility. Together with families we each play a role in educating and taking care of our children so they can become confident and responsible young people. In line with the Australian Children's Education & Care Quality Authority (ACEQA) –'Safe and hygienic practices ensure children experience toileting or changing that supports their health and well-being. Appropriate, respectful procedures and practices can promote learning and capacity building.' (ACEQA, Quality Area 2, Toileting and Nappy Changing Principles and Practices). This policy outlines our procedures to ensure the safety and well-being of children, and meet the toileting and changing needs of the individual. This also complies with the Department for Education Protective Practices Guidelines, which can be viewed here:

https://www.education.sa.gov.au/sites/g/files/net691/f/protective_practices_for_staff_in_their_interactions_with_children_and_young_people.pdf

We ask Parents/Caregivers to:

- Practice with their child to teach them how to manage the toileting routine including;
 - Manipulating Clothing – e.g. pull pants up/down
 - How to wipe their bottom
 - Flushing the toilet
 - Washing and Drying of hands
- Provide spare changes of clothes, including underwear (nappies and or pull-ups if required: a toileting plan may be discussed if this required ongoing)
- Send your child to preschool in clothing they are able to independently take on or off (manages buttons, zips, belts etc)

If your child has a medical and or developmental needs regarding toileting, parents/caregivers are asked to:

- Discuss any concerns with a member of the staffing team to establish whether a continence plan or toileting plan is needed
- Provide the preschool with any medical/developmental reports/programs in relation to their child's toileting
- Provide the preschool with adequate supplies of nappies, pull-ups and/or any other aids that are used in supporting your child's toileting program
- Ensure your child arrives in clean and dry underpants, nappy or pull-up

Preschool staff will support children's toileting needs by

- Being respectful of parenting practices in relation to toileting procedures for individual children and the language they use around toileting and going to the toilet.
- Implement programs/continence or toileting plans provided by medical practitioners to support the development or independent toileting when required.
- Supporting children to use the toilet independently, using reminders (with parent consent toilet timing strategies or a mutually agreed toilet training program may be put in place)
- Ensuring that upon induction all staff are fully aware of our toileting procedure and process, copy of step by step procedure will be placed in the bathroom for all staff.

If a toileting accident or change of clothes incident occurs staff will:

- Encourage children to get their clothes from their locker/bag (if there are no spare clothes available, the preschool will provide a change of clothes)
- Encourage the child to clean themselves and change their own clothing (where practical and depending on level of soiling, ability and confidence of the child)
- Put soiled clothing in a plastic bag and tie to seal (double bag if necessary)
- Place bag of soiled or wet clothing in child's locker or tie to their bag – if necessary due to heavy soiling place in separate bin, or gain consent from parents and or caregivers to dispose of heavily soiled items.
- If heavy soiling ensure 2 staff are present when possible to assist or contact parents to notify for support if required
- Record incident on toileting and changing clothes form and complete paperwork for parents
- Inform parents at pick up time
- Respect the rights of the child to refuse help from staff in relation to cleaning and changing. If this occurs the family will be contacted to come and clean and change their child.
- If appropriate, the use of the Library area for privacy if a child is concerned about changing in the bathroom, ensuring that all staff are informed.

At all times staff will be required to follow WHS guidelines in relation to handling and disposal of contaminated materials (e.g. bodily fluids). The preschool will ensure that all staff have access to PPE (personal protective equipment).

References

ACECQA – Quality Area 2: Toileting and Nappy Changing Principles and Practices

https://www.acecqa.gov.au/sites/default/files/2018-04/QA2_EffectiveToiletingand%20NappyChanging%20Procedure.pdf

National Quality Standard 1.1 (2011)

<http://www.acecqa.gov.au/Educational-program-and-practice>

National Quality Standard 2.1 (2011)

<http://www.acecqa.gov.au/Childrens-Health-and-Safety>

National Quality Standard 5.2 (2011)

<http://acecqa.gov.au/Relationships-with-children>

Parent Easy Guide 10 – Toilet Training

<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa/parent-easy-guides/toilet-training-parent-easy-guide>

Approvals

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Status: [approved](#)

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Procedure officer: [Samantha Chirgwin, Thorndon Park Kindergarten](#)

Approved by: [Governing Council Management Committee](#)

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Amendments: [Logo updated. Wording changes around storage of soiled clothes and library space to be used to support changing as required.](#)

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