



Toileting Policy (CHS 14)

Policy Rationale

Cooks Hill Preschool is committed to providing a safe, welcoming and happy place for children, which is particularly important during care routines such as toileting. We will follow best practice guidelines for toileting to ensure the area is hygienic and to reduce the spread of infectious disease. Our aim is to make the toileting experience a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting, meaningful and positive relationships, whilst fostering children's self-help skills.

Strategies, Practices and Procedures

The Approved Providers will use best endeavours to;

- Provide adequate and appropriate hygienic facilities for toileting.
- Ensure that adult hand washing facilities are located near children's toileting facilities.
- Ensure that the toileting facilities are designed and maintained in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children.

The Nominated Supervisor will use best endeavours to;

- Develop and implement policies and procedures with educators to ensure toileting procedures support children's safety, protection, relationships and learning.
- Develop systems with educators to ensure that soiled clothing and soiled nappies are disposed of or stored in a location that children cannot access.

Educators will use best endeavours to;

- Discuss children's individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive;
- Support children to take an emerging responsibility in their own self-help routines.

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- Maintain effective supervision at all times.
 - Keeping toilet facilities fully stocked with all required materials at all times.
 - Ensure accidents will be treated with sensitivity and the child supported while maintaining the child's dignity during the changing process.
 - When changing pull ups or soiled clothing;
 - » Put on gloves.
 - » Remove the pull up and place in a tied-up bag into the nappy bin.
 - » Remove any soiled or wet clothing, and place in a tied-up bag before placing in the soiled clothing container.
 - » Clean the child's bottom.
 - » Remove the gloves, peeling them back from the wrist and turning them inside out as they are removed. Put them in the nappy bin.
 - » Support the child to get dressed independently, helping if required.
 - » Dress the child.
 - » Ensure the child washes and dries their hands thoroughly.
 - » Wash and dry your hands thoroughly.
 - This routine will be displayed in the toileting area.
 - Children will be encouraged to wipe their own bottoms or helped by an Educator wearing gloves.
 - Children will be guided to follow the process of wiping front to back, flushing the toilet, washing and drying hands.
 - Toilet area and toilet seats will be monitored routinely to maintain hygiene and cleanliness.
 - Nappy bins and soiled clothing bins will be located out of children's reach.
 - Children are curious about bodies and the toileting process, so teachers will be mindful to utilise correct terminology for body parts, and will discuss the importance of respecting each other's privacy when in the bathroom.
- Families will need to ensure that;*
- They communicate clearly to Educators at the service any supports their child may need in regard to toileting.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

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Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations , the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Links to Legislation & National Quality Standards

- Children (Education and Care Services National Law Application) Act 2010: 167.
- Guide to the National Quality Standard (3) ACECQA (2011): 2.1, 2.1.1, 2.2, 2.2.1, 3.1, 3.1.1
- Policy adapted from CELA 2019
- Education and Care Services National Regulations 2011. Regulations 77, 106, 112.

Policy Updated: ___April 2020___ **Policy Review:** ___ April 2021___