

## TOILETING POLICY

### AIM

*To ensure that children, when appropriate for their age and development, are encouraged to begin toileting in a relaxed and secure manner. Safety and hygiene will remain paramount at all times.*

### IMPLEMENTATION

#### **Leadership will:**

- Guide review of this policy and ensure it is implemented in rooms.

#### **Team Leaders will:**

- Ensure educators are aware of and implement this policy.
- Ensure students and volunteers are not left in the bathrooms with children unsupervised.
- Ensure children are supervised by educators known to them (preferably their primary caregiver or core staff from room).

#### **Educators will:**

- Work in partnership consulting and communicating with families who have children that are toilet training. Share information and support families to notice and interpret cues around readiness.
- Respond to children's cues and allow them to be active participants in the process of toileting.
- Always be positive about toilet training and respectful and sensitive to children's right to dignity and privacy.
- Discuss with parents/guardians the use of training pants/Pull Ups or knickers.
- Suggest to parents/guardians to dress their child in clothes that are easy to remove.
- Use appropriate and correct terminology in regards to toileting.
- Encourage children to use developing self help skills during toileting including dressing independently where possible.
- Encourage children to use toilet paper wiping from front to back. Educators will wear gloves and respectfully assist where required.
- Educators will encourage children to flush the toilet after use, wash their hands as per procedure and use the paper towel and recycling bins provided.
- Establish key words for children from a non-English speaking background.
- Be aware of and accommodating to regressive phases that may occur e.g. illness, new baby.
- Develop management systems to ensure children have adequate supervision whilst using the toilet.
- Encourage children to ask educators for assistance with toileting if they are in the process of toilet training and provide reminders where needed.
- Deal with accidents in a calm and reassuring manner. The process for helping a child who has had an accident is to:

- Take the child into the bathroom, calmly
- Wash your hands.
- Put gloves on both hands.
- Move child to an appropriate space with regard to privacy and dignity of child.
- Assist the child out of their clothes in a positive and reassuring manner, and place their soiled clothes in a plastic bag. Use Marte Meo and name what you are doing as you help the child.
- Clean the child using wipes.
- Remove your gloves and place them in the hands free bin.
- Ask the child if they wish to go to the toilet.
- Assist the child to dress in their clothes or borrowed clothes. Place the plastic bag in the child's bag. Help the child to wash their hands and wash your own.
- Support the child to understand that toileting accidents happen sometimes and respond to any emotional cues they're displaying (i.e. upset, embarrassed).
- Give children access to a booster step to the toilet depending on circumstances.
- Sanitise and clean up any accidents with appropriate mop.
- Ensure bathrooms are clean and hygienic for the children to use.
- Never force children to sit on the toilet or leave a child soiled.

**Families will:**

- Bring clean changes of clothes to the Centre when their child is toileting.
- Communicate any concerns about their child's toileting to the child's primary carer

**EVALUATION:**

This policy is viewed to be working effectively when staff are supporting children during toilet training and that regular communications with families are occurring while maintaining a high level of safety and hygiene.

**Procedure Form:** Changing of Wet or Soiled clothes displayed in each bathroom.  
Educators to fill in nappy change/ toileting record

**National Quality Standards:**

5. Relationships with children

5.1.1 Interactions with each child are warm, responsive and build trusting relationships.

**Record of Policy Adoption and Amendment:**

Version	Date	Details	Author	Approver
1.0	January 2011	Policy adopted.	Ocean View CC Polices	Governing Council
1.1	Jan 2012	Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including; <ul style="list-style-type: none"> <li>● NQF regulations</li> <li>● Change in the procedure of changing on the change mat</li> </ul>	K Cook and educators changing nappies	

2.0	Jan 2012	Suggested amendments put to Policy Review Committee and adopted, including; <ul style="list-style-type: none"> <li>• NSQ regulations</li> <li>• Change in the procedure of changing on the change mat</li> </ul>	K Cook	Policy Review Committee
2.1	September 2014	Reformatted.	P Murray	Policy Review Committee
2.2	August 2016	Steps regarding how to assist a child after an accident amended to include Marte Meo.	P Murray	Policy Review Committee

**Review:**

To be reviewed annually by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee.

**Last Reviewed:** June 2017

**Source:** *Staying Healthy in Child Care 4<sup>th</sup> Edition 2005*

**Resource:** *Onkaparinga Institute Policies 2005*