

Toileting Considerations Procedure

Purpose and Scope

Consistent approaches between the home and the education and care environment allow children to gain confidence in their abilities and develop independence with their toileting skills. This consistent approach allows children to identify appropriate hygiene and toileting practices that will reduce the spread of infectious disease. Toileting facilities and practices that ensure ease of access, good supervision and support for children will enable children to develop toileting skills within a safe and secure environment. Routine and self-help activities enable educators to promote children's learning, meet individual needs and develop strong trusting relationships with children. Preschool staff have a duty of care to ensure the safety and wellbeing of the children at all times while in their care.

The *Toileting Considerations Procedure* details the process for ensuring all needs are met in a respectful manner.

The Approved Provider will:

- Ensure that the education and care service has adequate toilet, washing and drying facilities that are developmentally and age-appropriate. The location and design of these facilities must enable safe and convenient use by children, including children with additional needs
- Consider the age and number of children to ensure adequate numbers of toilets to support minimal delays in access (Refer to Guide to the Regulations 2011, p.76.)
- Ensure that toilet areas are designed and maintained in a way that facilitates the supervision of children at all times having regard to children's safety, dignity and rights.

Educators will:

- Observe children for signs of toileting awareness. When a child is showing an interest in toileting, educators will work with families and develop consistent strategies with the family for approaching the child's toileting needs. These strategies will reflect the home environment and be culturally sensitive
- Remind families that toileting accidents are common and both successful and unsuccessful toileting attempts need to be supported in a positive manner
- Support children with soiled or wet clothing. Educators will put on gloves and assist the child to remove their clothing. Any waste will be placed in the toilet. All wet or soiled clothing will be placed in two sealable bags. The child's name will be written on the bag and it will be placed away from the children's play spaces for collection by the family
- Ensure a risk assessment occurs prior to an excursion to check the availability and suitability of toileting facilities

- Ensure the bathroom areas are clean and hygienic for the children to use. Toileting areas will be cleaned regularly during the day. Educators are responsible for spot cleaning the bathroom areas throughout the day. Cleaners will thoroughly clean the bathroom each evening. At all times of the day, educators will oversee the bathroom areas to ensure cleanliness and reduce the spread of infectious diseases
- Encourage and positively guide children through the toileting process. Educators will verbally prompt children through the toileting process
- Consider and seek to accommodate children's individual needs for privacy while maintaining appropriate supervision
- Develop management systems to ensure adequate supervision of children in bathroom areas and to assist children to complete toileting practices successfully and hygienically
- Wear gloves at all times when assisting a child with toileting. They will encourage children to remove necessary clothing and assist with this process as needed
- Make a step available to assist children to independently sit on a toilet or wash hands, maintaining supervision throughout to ensure safety and provide support as required
- Encourage children to use their developing self-help skills during toileting experiences
- Provide visual aids in all bathrooms to assist the children with toileting procedures
- Encourage children to use toilet paper and wipe from front to back. Educators will respectfully assist children as required during this process
- Remind children to flush the toilet and replace clothing
- Remove and dispose of gloves and wash hands using recommended practice after assisting children with toileting
- Remind and assist children to wash their hands with soap and water while counting to ten slowly or singing a favourite song. Children will be encouraged to dry their hands using paper towel. Recycling bins will be provided for the children to dispose of the paper towel
- If a child is showing distress about using the toilet, educators will respect the child's needs and emotions and implement alternative method of toileting in consultation with the family
- Include toilet learning considerations in the child's Individual Learning Plan (ILP) where appropriate.

Evaluation

Emerging independence and self-help abilities are encouraged to promote children's toileting skills. Educators support the children's efforts and communicate with families to provide consistent, positive and sensitive strategies for promoting hygienic toileting practices.