

Toileting Policy

Our Service aims to meet the needs of children by providing a clean, safe and hygienic place for toileting. We believe that toileting rituals are valuable opportunities to promote children’s learning, meet individual needs and to develop strong relationships with children. Having their needs met in a caring and responsive way builds children’s sense of trust and security—which relates strongly to the Early Years Learning Framework.

National Quality Standard (NQS)

Quality Area 2: Children’s Health and Safety		
2.1	Health	Each child’s health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
109	Toilet and hygiene facilities
115	Premises designed to facilitate supervision
156	Relationships in groups

Australian International Islamic College Kindergarten Toileting Policy 2018

Related Policies

Family Communication Policy
Supervision Policy
Health and Safety Policy

PURPOSE

We aim to ensure best practice guidelines are adhered to toileting. Ensuring the area is hygienic, reducing the spread of infectious disease.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION

[Our Service does not accept children who have not yet been toilet trained.] Toileting transpires at designated routine times and when meeting children's individual needs. Educators will collaborate with parents to develop stability with their toileting practices. Educators must be responsive to special requirements related to culture, religion or privacy needs.

Toileting will be carried out at frequent intervals throughout the day. It is also important to remember that the way that Early Childhood Educators react to soiled or wet nappies, toileting needs and accidents give children powerful messages about themselves and their bodies.

Meeting children's physical needs in toileting are an imperative time for Educators to:

- Build trusting and caring relationships with children
- Interact with children using verbal and non-verbal communication, and respond to children's communication
- Participate in age appropriate activities with children, such as singing, saying rhymes and doing finger plays
- Help children begin to develop and extend their self-help skills, which includes handwashing and dressing, and encouraging children to identify the feeling of accomplishment and gratification that come with this.

Should a parent be in the bathroom helping their child, a staff member must accompany any other children needing to use the bathroom at the same time.

Australian International Islamic College Kindergarten Toileting Policy 2018

Appropriate hygiene practices must be maintained and procedures followed to minimise any risk of infection at all times. Educators will continuously promote healthy hygiene practices and hand washing procedures; encouraging the children to follow these practices.

The Approved Provider will:

- Provide adequate and appropriate hygienic facilities for toileting.
- Ensure toileting facilities are designed and located in a way that prevents unsupervised access by children which is compliant with National Regulations and Health and Safety Standards
- Ensure that adult and children's hand washing facilities are located within the toileting area
- Consult the Building Code of Australia for requirements concerning 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.
- Ensure Toileting procedure remains compliant and up to date.

The Nominated Supervisor will:

- Implement policies, procedures and training with educators to ensure toileting routines support children's safety, protection, relationships and learning.
- Develop systems with educators to ensure that soiled clothing are disposed of or stored in a location child cannot access.
- Ensure toileting routines are adhered to at scheduled intervals.
- Ensure toileting and hand washing procedures are displayed visually and in community languages as appropriate.

Educators will:

- Discuss children's individual needs professionally with families to ensure practices are reflective of their home environment and are culturally sensitive. Ensure that parents have an understanding of what is required on enrolment prior to commencement of their child at the service.
- Ensure direct supervision with children throughout the toileting change experience
- Ensure no child is left unsupervised in the toilet.
- Keep toileting facilities fully stocked with all required materials at all times.
- Toileting supplies are readily accessible to staff to ensure efficiency and the health and safety of each child.

Toilet Training:

We do not accept children that are not toilet trained. Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents/guardians to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs.

Australian International Islamic College Kindergarten Toileting Policy 2018

Families and Educators can expect accidents, which should be treated respectfully and with a supportive manner. It is a requirement that families work with educators to ensure the health and safety of their child and other children are not compromised when an accident has occurred. Educators and families will collaborate and communicate about toileting habits, both in care and at home. It is the requirement of families to ensure that communication is open ended and respectful. In the event where frequent accidents occur, it is imperative that a meeting between staff and families are actioned and an immediate resolution is implemented.

Children should be given the opportunity to complete the toileting procedure, such as toileting, washing hands, flushing the toilet, keeping the bathroom environment clean independently, while at the same time keeping in mind the importance of hygiene and providing assistance when needed.

Source

- Australian Children’s Education & Care Quality Authority
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Staying Healthy in Child Care. 5th Edition
- The NSW Work Health and Safety Act 2011
www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx
- Storage and Handling of Dangerous Goods: Guidance
www.workcover.nsw.gov.au/formspublications/publications/Documents/storage-handlingdangerous-goods-1354.pdf
- Approved First Aid Qualifications www.acecqa.gov.au/qualifications/approvedfirst-aid-qualifications
- Health and Safety in Children’s Centres: Model Policies and Practices (2nd ed.)
- www.community.nsw.gov.au/docswr/_assets/main/documents/childcare_model_policies.pdf
- Changing a nappy without spreading germs
https://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55h_nappy_changing_poster_130701.pdf
- Raising Children Network
www.raisingchildren.net.au
- Revised National Quality Standard 2018

Review

Policy Reviewed	Modifications	Next Review Date
January 2018	Minor changes made	January 2019
October 2018	Updated the references to comply with the revised National Quality Standard	January 2019
January 2018	<ul style="list-style-type: none">- Statements added to improve operational delivery and compliance- Added related policy section	January 2019

