



# Victor Harbor Community Kindergarten

## QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

### Toileting Policy

Updated 1-3-2023

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#### Purpose

One of the skills we teach at Victor Harbor Community kindergarten is independence and responsibility. Together with families, we each play a role in educating and taking care of our children so they can become thriving and responsible young people. Children become independent in their own time and most children have shown this independence before starting preschool. While the majority of children enrolling in kindergarten are toilet trained, a number of children are not developmentally ready. Victor Harbor Community kindergarten promotes the inclusion of all children, including those with health care needs.

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#### Procedure

- It is suggested that all families provide their child with a change of clothes in case of accidents (toileting or otherwise). It is quite common for preschool aged children to have toileting accidents. We do keep a supply of spare clothes for emergency situations.
- Some children who enroll in kindy are not toilet trained and may require some support in this area. It is important that this information is provided to the kindergarten when the child is enrolled in order for staff to plan appropriate support
- If a child needs regular support with toileting or is in pull-ups/nappies a continence care plan may be needed in consultation with your child's doctor. Please speak to the director for further information and support with this process.

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#### Staff Responsibilities

- Implement continence/toileting plans provided by medical professionals to support children's independence.
- Staff will always support children in the above circumstances and endeavor to change them in a manner that provides privacy, minimizes anxiety and encourages independence.
- DfE policy advises that it is not essential to have two people present in the toilet area while changing a child, although at times it may be necessary. DfE also allows for a child to be changed by staff of the opposite sex. Staff will endeavor to inform another staff member should they need to change a child and do so within hearing of other staff. This is for the protection and safety of all concerned.
- It has been agreed at VHCK that when changing children with additional needs, there will always be 2 staff members present if ratio's are all being met
- Staff are able to support a toilet training program, but they are unable to take full responsibility for toilet training, as this is a family responsibility.
- Children who are wearing a pull-up will be checked in the morning and afternoon. However, if it comes to our attention earlier they will be changed if necessary
- Follow all health and hygiene practices including following correct nappy changing procedure that is located in the bathroom
- Staff will keep a record of when they have changed children use the DfE toileting log form

### **If a toileting accident occurs staff will:**

- Follow the nappy changing procedure that is in the children's bathroom
- Encourage child to get spare clothes from their bag. If they don't have spare clothes staff will provide spare clothes.
- Encourage children to clean themselves and change their own clothing, depending on the level of soiling and ability of the child.
- Place soiled clothing in a bag
- Place the soiled clothing in the child's bag.
- Used pull-ups will be placed in the hand's free nappy disposal bin.
- Record toileting accident on form (kept in children's toilet) and this will be sent home to families.
- Inform families at home time
- Respect the rights of the child to refuse help from teaches. If this occurs the child's family will be contacted to come and change the child.
- Soiled knickers/jocks may be disposed of at staff's discretion due to hygiene and OHSW practices.

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### **Parental Responsibilities**

- Children wearing pull-ups or nappies need to be in a fresh pull-up/nappy when they arrive at kindergarten
- Toileting support involves reminding a child to use the toilet or supporting the child to independently use the toilet. We ask families to teach their children how to pull down/up their own pants, how to wipe their own bottom, how to flush the toilet, wash their hands etc
- Provide spare clothing, including nappies/pull-ups in their child's bag every day.
- Send their child to kindergarten in clothing they are able to independently take off.

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### **Sources**

- DfE Protective practices for staff in their interactions with children and young people guidelines for staff working or volunteering in education or care settings
- ACECQUA National Quality Standards 2.1, 2.1.1, 2.1.3
- Continence Care Plan form
- Toileting and learning plan
- Continence management log

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### **Legislation Requirements**

- Regulation 77
- Regulation 168

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### **Approved and Checked By**

Review 2024 or as required

Approved and Checked By:

Centre Director

.....Date .....

Governing Council Representative

.....Date .....

POLICY REVIEWED	February 2023	NEXT REVIEW DATE	February 2024
23-2-2023	• Updated pedal nappy bin		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	