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:
• Regularly consult and communicate with families who have children that are toilet training.
• Provide children with lots of encouragement and positive feedback.
• 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.
• 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.
• Deal with accidents in a calm and reassuring manner. The process for helping a child who has had an accident is to:
  o Wash your hands.
  o Put gloves on both hands.
  o Move child to an appropriate space with regard to privacy and dignity of child.
  o Assist the child out of their clothes with a positive and reassuring manner, and place their soiled clothes in a plastic bag.
  o Clean the child using wipes.
  o Remove your gloves and place them in the hands free bin.
  o Ask the child if they wish to go to the toilet.
  o 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.
• Give children access to a booster step to the toilet depending on circumstances.
• Sanitise and store any potties brought from home appropriately.

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:**

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<th>Date</th>
<th>Details</th>
<th>Author</th>
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<td>1.0</td>
<td>January 2011</td>
<td>Policy adopted.</td>
<td>Ocean View Children’s Centre Policies</td>
<td>Governing Council</td>
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<td>1.1</td>
<td>Jan 2012</td>
<td>Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including:</td>
<td>K Cook and educators changing nappies</td>
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<td>• NQF regulations</td>
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<td>• Change in the procedure of changing on the change mat</td>
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**Review:**
To be reviewed annually by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee.

**Source:**
Staying Healthy in Child Care 4th Edition 2005

**Resource:**
Onkaparinga Institute Policies 2005