

4.9 Children's Toileting Policy

Policy Statement

The service recognises the need to ensure the safety of all children whilst accessing toilet facilities and acknowledges that from time to time, children may require additional support and assistance. Thus, service management seeks to ensure that the personal health, hygiene and safety of children and educators is supported, through the consistent implementation of the following procedures to protect children from risk of harm or injury.

Procedures

Toilets will remain locked during Vacation Care and opened just prior to use and relocked immediately after.

All children shall be actively supervised whilst accessing the toilet facilities.

Children shall have access to the toilets located in the following area. (4.9.1)

Adults shall have access to the toilets located in the following area. (4.9.1)

When toilets are shared by adults and children the following procedure will be in place:

- The Educator shall notify another team member that they intend to use the toilet;
- The Educator shall ensure that no children are in the immediate area of the toilet prior to accessing the toilet facilities; and
- The staff member shall close the entrance to the toilet to notify children that an Educator is using the toilet and that they cannot be accessed at this present time by children.

Should the primary facilities become unavailable and other toilets are accessed, when/if these are out of sight, children will be escorted to the toilet by an educator.

Educators shall be required to support the personal hygiene of children with toileting when it becomes known to them that a child is in need of assistance.

A toileting kit will be available, to assist Educators with toileting issues. The kit includes latex free gloves, wipes, hand sanitiser and appropriate bags for soiled materials

If a child is involved in a personal hygiene incident, at the Coordinator's discretion, the parent/guardian may be notified and shall have the opportunity to collect the child.

Parents of children who have ongoing, additional personal hygiene and toileting needs shall be requested to provide spare clothes.

Sanitary bin facilities are available in toilets.

Escorting children to the toilet

Educators shall observe practices to ensure that they are not placing themselves in a compromising situation while escorting children to the toilet area and shall ensure that a minimum of two children are escorted at any one time.

Educators will ensure that the service communication procedures are followed when escorting children to the toilet in another area.

Assisting children with toileting

In the event of a personal hygiene incident, Educator support will be provided. Gender and developmental consideration should be given to the situation to ensure the most appropriate Educator manages the situation, that the process is open and transparent, and that the dignity and rights of the child to privacy are maintained.

Educators shall support children's emotional needs, demonstrating empathy and compassion and should not, under any circumstances, cause embarrassment to the child or become forceful in their assistance to children.

When needed, staff shall assist children with toileting and to follow hygiene procedures by:

- encouraging children (if able) to clean themselves independently through provision of suitable wipes and means of disposal (wipes are not suitable for flushing); and
- ensuring hands are cleaned and sanitised before and after, and gloves are worn.
- a record of assistance to be completed and signed off by the Responsible Person.

Toileting on excursions

For the purposes of excursions, the following procedures shall be implemented to ensure the health and safety of children while using the toilet:

- A risk assessment will be conducted prior to the excursion with all Educators required to read and sign;
- On arrival at the venue, the toilet cubicles shall be checked for safety by an Educator before being used by the children; and
- A minimum of two educators shall be present when possible to supervise children's use of the toilets.

References

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Duty of Care
- Family and Child Commission Act 2014
- Child Protection Act 1999 and Regulations 2000
- NQS Area: 1.1.5; 2.1.1, 2.1.3; 2.3.1, 2.3.2; 4.1; 4.2.1; 5.2.3; 6.1.1; 6.3.3; 7.1.2; 7.3.1, 7.3.5.
- Policies: 2.1 – Respect for Children,
- 2.2 – Statement of Commitment to the Safety and Wellbeing of Children and the Protection of children from Harm,
- 2.3 – Educator Ratios,
- 3.5 – Excursions,
- 4.3 – Hygiene,
- 9.2 – Enrolment,
- 9.3 – Communication with Families

Date of Development	Reason for Modification	Date Ratified	Date of Review