

# Tottenham War Memorial Early Childhood Centre Toileting Policy

**To minimise the spread and risks of infectious diseases between children, and also between children and Centre staff, by ensuring toileting and toilet training is conducted in an efficient manner**

## **Statutory Legislation and Considerations**

Education and Care Services National Regulations

National Quality Standard 2011

Staying Healthy in Child Care

Health and Safety in Children's Centres: Model Policies and Practices

## **Goals for Toileting Policy**

Consistent approaches between the home and the Centre allow children to gain confidence in their abilities and develop independence in their toileting skills. Routine and self-help activities enable educators to promote children's learning, meet individual needs and develop strong trusting relationships through age appropriate, relaxed and positive experiences.

## **Centre staff will minimise the risk and spread of infectious diseases by**

- providing safe, well-maintained and age appropriate toilet facilities
- ensuring that the toilet area is designed and maintained in a way that facilitates the supervision of children at all times having regard to children's safety, dignity and rights.
- ensuring a risk assessment occurs prior to an excursion to check the availability and suitability of toileting facilities.
- being aware that transmission of infection is more likely to occur when infants and children who are not toilet trained are mixed with children who are toilet trained.
- guiding children to flush toilets after use, and assisting children to wash their hands after toileting.
- placing any wet clothes in plastic bags for the family to take home (write a note on the sign-in sheet to remind staff to send home these clothes). Record these incidents on the nappy monitoring sheet, with incidents on Preschool days to be recorded also.
- ensuring all staff wash their hands after any contact with faeces, urine, vomit or any other body fluid.
- ensuring that disposable materials such as gloves, nappies and paper towels are disposed of in the nappy change bin only and emptied into outside bins at the end of the day.
- asking families of children who are not fully toilet trained to supply several changes of clothing each day.
- separating children with diarrhoea from other children until they can be picked up by their family or nominated authorised person.
- excluding children with diarrhoea from care until they have not had any loose movements for a minimum of 24 hours.
- being aware of the diverse styles of toileting due to cultural and religious practice, and asking families to inform the Centre of any issues that staff might need to be aware of.
- being aware of and accommodating the possible need to maintain privacy of toileting and dressing between male and female children due to cultural or religious practices of the family.

## **Toileting**

Child size toilets, hand basins and soap dispenses are accessible for children at all times, encouraging independence and providing routines based on individual needs. Staff encourage correct hand washing techniques using soap and water after children have used the toilet. Paper towels are available for drying hands.

## **Educators will**

- Observe children for signs of toileting awareness. If a child is starting to show an interest in toileting, educators will consult 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.
- Ensure that the bathroom area is clean and hygienic for the children to use.
- Encourage and positively guide children through the toileting process.
- Consider and seek to accommodate children’s individual needs for privacy while maintaining appropriate supervision.
- Encourage children to use their developing self-help skills during toileting experiences.
- Encourage children to use toilet paper and to wipe from front to back. Educators will respectively assist children as required during the process.
- Never force a child to sit on the toilet or leave a child in soiled or wet clothing.

**Staff will also use the following guide for cleaning a child after a toileting mishap**

- Put on gloves.
- Use bath shower (temperature regulated) with hand held spray if required. Ensure bath shower is thoroughly cleaned after use.
- Use pre-moistened towels or toilet paper.
- Remove gloves and wash hands afterwards.
- Supervise the child at all times in the clean up, in washing hands, drying and dressing.
- Record on nappy change monitoring sheet (on both LDC and Preschool days).
- Follow *Cleaning Children’s Bathroom Procedure*.
- Use gloves and disinfectant with green cloth to clean any mishap on carpet or linoleum (lino).

**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.

**Source**

Health and Safety in Children’s Centre: Model Policies and Practices 2003.  
Community Child Care Co-Operative: Policy template Toileting

Ratified:.....

Date: .....

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