

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:

- Work in partnership consulting and communicating with families who have children that are toilet training. Share information and support families to notice and interpret cues around readiness.
- Develop any plans to manage incontinence with input from families and health professionals.
- Respond to children's cues and allow them to be active participants in the process of toileting.
- Always be positive about toilet training and respectful and sensitive to children's right to dignity and privacy.
- 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.
- Encourage children to use developing self-help skills during toileting including dressing independently where possible.
- Encourage children to use toilet paper wiping from front to back. Educators will wear gloves and respectfully assist where required.
- Educators will encourage children to flush the toilet after use, wash their hands as per procedure and use the paper towel and recycling bins provided.
- 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.
- Develop management systems to ensure children have adequate supervision whilst using the toilet.

- Encourage children to ask educators for assistance with toileting if they are in the process of toilet training and provide reminders where needed.
- Deal with accidents in a calm and reassuring manner.

The process for helping a child who has had an accident is to:

- Take the child into the bathroom, calmly
- Wash your hands.
- Put gloves on both hands.
- Move child to an appropriate space with regard to privacy and dignity of child.
- Assist the child out of their clothes in a positive and reassuring manner, and place their soiled clothes in a plastic bag and label the bag as 'soiled'. Use Marte Meo and name what you are doing as you help the child.
- Clean the child using wipes.
- Remove your gloves and place them in the hands free bin.
- Ask the child if they wish to go to the toilet.
- 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.
- Support the child to understand that toileting accidents happen sometimes and respond to any emotional cues they're displaying (i.e. upset, embarrassed).

McKay Children's Centre:

- Give children access to a booster step to the toilet depending on circumstances.
- Sanitise and clean up any accidents with appropriate mop.
- Ensure bathrooms are clean and hygienic for the children to use.
- Never force children to sit on the toilet or leave a child soiled.
- Promote toilet training events to relevant families when they are held on-site.

Families will:

- Bring clean changes of clothes to the Centre when their child is toileting.
- Supply Pull-Ups or training pants for their child if needed.
- 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 Amendments:

Policy adopted from Forbes Children's Centre, September 2021.

Approved Governing Council: 09/21

Reviewed:

Date	Amendments	Reviewed by:	Approved by:
09/22			