Policy Document No: ELC04
Category: Early Learning
Topic: Toileting Policy

Date of Issue: February 2006
Last Review Date: May 2014

Considerations

Providing a safe, caring environment.

Children’s needs: Protection from infection, clean hygienic environment, instruction about personal hygiene

Parent’s needs: To feel confident that their child’s health and well-being & development are assured.

Staff needs: Protection from infection; clean hygienic environment; appropriate equipment to ensure high level of hygiene; clear guidelines in relation to their duty of care.

Management needs: Staff to maintain appropriate levels of hygiene and cleanliness to meet required standards

Background and legislation

Education and Care Services National Regulations 2011, Part 4, Reg. 77, Ministerial Council For Education, Early Childhood Development and Youth Affairs
Guide to the National Quality Standard, 3.1.2
Staying Healthy in Child Care by Australian Government, Canberra, 5th edition, 2012
“Sure Protection against Infection” – Department of Human Services 2000

Policy Statement

Staff at the service will treat children with respect. Staff and management will endeavor to create a clean, hygienic environment and to ensure that the Centre’s toileting facilities are maintained in accordance with regulatory requirements.

How the Policy will be implemented - Specific practices, procedures and responsibilities:

Parent/Caregiver Responsibilities

- It is an expectation that a child entering Mount Scopus Memorial College (MSMC) Early Learning Centre (ELC) has been toilet trained by the time they begin Kindergarten.
- If a child has a disability or a health related issue related to incontinence, it is the family’s responsibility to provide this information to the ELC Co-ordinator and provide a “Continence Care Plan” from the child’s local General Practitioner in consultation with the ELC.
- Notify the teacher of any issues relating to toileting, such as whether your child is prone to accidents, any upheavals at home or psychological issues, which may affect your child’s ability to toilet themselves independently.
- Provide your child with at least 2 spare changes of seasonal clothing. We encourage children to take responsibility for themselves, parents can aid this by dressing children in pants with elastic tops or other easily managed clothing.
- Maintain toilet training at home.
- Promote toileting routines and hygiene in the home environment.
- If a child has an allergy, it is the parent’s responsibility to provide hypo allergenic wipes for their child.

Staff Responsibilities

- The Centre will ensure that toilets and hand washing facilities are easily accessible to children.
- Children will be encouraged to flush toilets and wash hands after use. Toileting procedures (see appendix 1) will be displayed in the toileting areas.
- Staff will always encourage children’s efforts to develop independence.
Toileting is flexible and responsive to children’s individual needs. The majority of children are expected to go to the toilet when they feel the need, but occasionally children will have to be reminded. Children will be reminded while washing up for snack times, lunch, rest time, waking up etc.

- Staff will interact with children in a relaxed and positive way during toileting as this is an excellent time to continue verbal interactions with children.
- Staff will role model personal hygiene and discuss hygiene practices with children.
- Hand washing is a consistent part of the toilet routine and the hand washing procedure will be followed.
- Staff will supervise and clean toilets on a regular basis, according to the cleaning schedule. (See appendix 2)
- Staff will take into account any known issues relating to toileting, such as whether a child is prone to accidents, any upheavals at home or psychological issues, which may affect the child’s ability to toilet themselves independently.
- Incontinent children will never be embarrassed by staff in regard to toileting habits. Staff will discourage any negatives from parents within a child’s hearing.
- Staff may recommend a variety of training methods to parents who have requested assistance in toileting.

If a toileting incident does occur, staff will

- Assist children in changing soiled clothes and guide them in using wet wipes to clean themselves.
- Wear gloves at all times when attending to a toileting incident.
- Notify parents via a note when a child has needed a change in clothing due to a toileting incident.

It is NOT the MSMC ELC staff’s responsibility to change and clean children who have soiled themselves. This can create a number of issues such as –

- Invasion of children’s privacy.
- Making children feel uncomfortable about another adult cleaning them.
- Cross-contamination of germs, which are present in faecal matter.
- Manual handling concerns.
- A duty of care issue for other children, when staff members are busy changing and cleaning children who have soiled. At least two staff members are often involved in this process.

Consideration will be given to individual children’s medical and developmental needs and can be discussed with the class teacher and appropriate head of campus.

Approved by the College Principal:

Date: May 2014
The following toileting procedure is to be displayed in each bathroom:

**Toileting Procedure**

*When assisting the children with toileting the staff are expected to:*

- Ensure soap and drying facilities are available at all times when children are in attendance.
- Encourage children to flush toilets after use.
- Encourage children to wash hands after using the toilet.
- Encourage children to tell a staff member if they have had a toileting accident.
- Ensuring toileting facilities are kept in a safe, clean and hygienic manner whilst children are attending the centre.

*All Staff will make toileting a positive experience for each child by:*

- Using a warm tone of voice
- Ensuring the children have privacy while toileting
- Assisting the children where necessary.
Appendix 2 – Bathroom Cleaning Checklist

The bathroom is to be cleaned by permanent staff once in the morning and again when the children have woken. If relief staff are working, they are to cover the duties of the staff member they are covering for.

- Toilets are flushed
- Floors are clear of toilet paper
- Floors are clear of hand towels
- Floors are mopped if required
- Check if paper towel dispenser needs refilling

Please time and initial

Please remember –
- Children are not to be in the bathroom when you are cleaning.
- To wear gloves to reduce the risk of spreading infection
- Wash hands thoroughly when finished cleaning

**The Mop** is for toilet use only and kept in the storeroom – please rinse and disinfect when finished cleaning – leave to dry outside.
Each unit is to organise a roster of staff suitable to them i.e a staff member a day or a room a week.

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