



# Swallowcliffe P-7

Be Safe, Be Kind, Work Hard

## Toileting Policy & Procedure

### Rationale:

“Ensuring toileting and nappy change routines are conducted in ways that maintain hygiene standards, with interactions that are warm and responsive and support children’s learning links back to many quality areas. More directly Quality Area 1, Quality Area 2 and Quality Area 5 of the NQS.” *ACEQA Quality Area 2: Toileting and Nappy Changing Principles and Practices*

### As a staff team we:

- Will support children with toileting, nappy changes and changing of clothes in a manner that provides privacy, minimises anxiety and encourages independence.
- Understand that DECD policy advises that it is not essential to have two people present although at times it may be necessary. Staff will endeavour to inform another staff member should they need to change a child and do so within hearing of other staff. This is for the protection and safety of all concerned.
- Provide a range of support at each child’s individual level. This can include reminding a child to use the toilet or supporting the child in independently using the toilet. We may also use prompts, visuals or other forms of communication to support children with each step of toileting.
- Notify families of toileting accidents in a prompt manner using the slips provided.
- Support families to implement strategies at home such as providing social stories, visuals and other resources that can be used at home to support toilet training.
- Will support children to place their wet or soiled clothing in plastic bags that will be sent home for washing. Soiled underpants may be disposed of at staff’s discretion due to hygiene and OHSW practices. (Inadequate place to store soiled underpants).
- Will follow each child’s individual toileting plan if they have one to ensure we use the appropriate strategies for each child.
- Support children’s developing agency and understanding of their body through appropriate interactions.

**Our Mission:** To empower students to recognise and optimise their full learning potential.



Government of South Australia  
Department for Education

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## Families are responsible for:

- Providing their child with a change of clothes in case of accidents (toileting or otherwise). The preschool also keeps a supply of spare clothes if children require them and we ask that these be promptly returned in a clean state.
- Providing clothes that aid independence. We suggest that families dress children in clothes that they can manipulate independently e.g elastic over zips, Velcro over buttons/laces etc.
- providing all aids and equipment their child may need i.e. nappies, pull-ups, wipes and spare clothes (including underpants)

Approved by Governing Council: 16/09/21

Review Date:

Sourced by ACEQA Quality Area 2: Toileting and Nappy Changing Principles and Practices, Keeping healthy in child care 5<sup>th</sup> edition 2013.

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## Toileting Procedures

### Changing of children's clothing procedure

1. Staff to encourage children to clean themselves up and change own clothing (where practical depending on the level of soiling, ability and confidence of the child).
2. Apply gloves
3. Collect spare clothing out of child's bag OR
4. Spare clothing kept in bathroom cupboard
5. Put soiled clothing in plastic bag, label and tie to seal the bag (double bag if necessary) or dispose if required e.g for extensive soiling.
6. Wash hands and support child to wash their hand's
7. Put clean clothing on with clean hands
8. Record on toileting slip and place appropriate note into child's pocket to notify parent/caregivers.
9. tie bag of soiled clothing onto child's bag or place inside bag if this is not possible

### Nappy changes procedure

1. Staff to provide reminders/warnings at child's level (e.g visual prompts if needed) to support children to transition to bathroom.
2. Collect children's supplies from their bag e.g nappies, wipes etc.
3. Wash your hands and place paper towel onto changing mat then apply gloves.
4. Support child to enter bathroom and if the child is able to encourage them to sit on the toilet (removing soiled nappy in the bathroom stall following the procedure below). Otherwise support the child to lie onto change table/mat.
5. Remove soiled nappy. Wrap soiled nappy on itself before placing in one of the nappy bags provided.
6. Wipe the child front then back before placing the soiled wipes into the nappy bag. Remove paper towel and gloves and place them in the nappy bag.
7. Dispose of nappy bag in the nappy bin.
8. Apply new nappy to child then support them to pull up pants (or change pants if required). Place any soiled clothing in plastic bag label and tie to seal the bag (double bag if necessary) and place in child's bag or dispose if required e.g for extensive soiling.
9. Wash hands and support the child to wash their hand's
10. Record on toileting form.
11. Disinfect change mat using the spray provided and paper towels. Dispose of paper towels using paper bin and place mat inverted to dry.

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## Toileting support procedure

1. Staff to support children to regularly use bathroom by encouraging water intake and providing frequent reminders.
2. Encourage children to sit on toilet (using visuals/prompts as required), wipe themselves and flush toilet.
3. Children are encouraged to wipe themselves and remove clothing independently (depending on the level of soiling, ability and confidence of the child)
4. Apply gloves if supporting children with wiping or changing soiled clothing. (see changing procedure to support children to change soiled clothing.
5. Wash hands and support child to wash their hands
6. Record any accidents on toileting form and place appropriate note into child's pocket to notify parent/caregivers.

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