



## Toileting Procedure

### We Believe

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Children become confident and independent with toileting in their own time. Most children will have achieved independence with toileting before starting kindy. We promote and facilitate the inclusion of all children and no child will be excluded from attending Clarence Park Community Kindergarten due to developing their independence with toileting.

#### Rationale

Children are encouraged to be independent and self-manage undressing/dressing and toileting when possible.

Educators will support children in toileting and managing undressing/dressing in a way that minimizes anxiety, ensures the child's privacy and dignity are maintained and encourages independence.

#### Principles

The privacy, safety and protection of both children and educators are paramount.

Families must notify the Director of any toileting concerns, including if a child is not toilet trained, at the time of enrolment. We will support the child, and with the family, develop strategies for increasing toilet and dressing independence.

A log is maintained when educators assist children with toileting or dressing/undressing, but families are not notified of individual instances of educator assistance. Educators will discuss any on-going concerns with families. Educators will work with the family to establish whether a Continence Care or Toileting Care and Learning Plan should be completed.

Families should discuss any toileting concerns they may have with educators at any time.

#### What you can expect from educators:

- Educators will talk with all children about how to help themselves in the toilet and to seek help whenever they need it.
- If a child has a toileting accident and has wet/soiled clothing and needs to be cleaned, educators will guide the child to a toilet cubicle.
- Educators will guide and support children to get clean clothes either from their bag or from the kindy spare clothes and will provide a private area so children are able to change discreetly, usually in the children's bathroom.
- Where a child is unsure about wiping their bottom, educators will stand on the outside of the cubicle and talk a child through toileting and/or wiping, encouraging children to clean themselves to the best of their ability. Educators are not expected to have physical contact with the child but rather give specific verbal instructions and guidance.
- On rare occasions a child may soil themselves to such an extent that they need the physical assistance of an educator to clean themselves. If this occurs, the educator will wear gloves and the family will be advised.

- If the child is unwell, for example gastro, the family will be contacted
- Educators will alert another educator that they are 'off the floor' supporting a child in the bathroom (and make other staff aware when they are back on the floor). Educators will endeavour to make sure they are as visible as practical while changing a child.
- Wet or soiled clothing will be sent home in a plastic bag which will either be tied to the child's backpack or placed inside their bag. Heavily soiled underpants may be disposed of at educator's discretion.

### **What we expect from parents:**

- The family is responsible for letting educators know if a child may need support in toileting. This enables us to plan support for the child appropriately. This may include reminding the child to use the toilet and supporting the in independently using the toilet.
- If a child still wears pull-ups the family is required to supply spare pull-ups, wipes and changes of clothes.
- Families should encourage toilet and dressing independence at home. This includes pulling up and down of clothing, wiping bottom, flushing the toilet and washing hands.
- Children should be dressed in clothes that they are able to manage themselves for example elasticised waistbands, easy openings (e.g. zips rather than buttons)
- All families are expected to supply a clean change of clothes in their child's kindy bag each day, regardless of the child's toileting skills as toileting accidents are common at kindergarten, as well as changes of clothes due to messy/wet play.

**The Clarence Park Community Kindergarten's Toileting Procedure will be shared with all new staff and families and is available to view in the Kindergarten's Policies Folder and on the Kindergarten's website.**

Endorsed and ratified by Governing Council parents and staff at Governing Council

Approval date: October 2022

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