

Toileting Policy and Procedure

Title:	Toileting Policy and Procedure		
Last Reviewed:	October 2015	Next review due:	October 2018
NQF Reference:	National Law section 167 National Regulations 77, 103, 109, 168 NQS 2		

Policy

Blackmans Bay Childrens Service aims to assist children in becoming independent and confident in their toileting behaviours, by catering for their individual needs, providing positive experiences and encouraging healthy, age appropriate habits in consultation with parents.

Blackmans Bay Childrens Services will implement procedures to minimise the spread and risk of infectious diseases.

Procedure

- Toileting routines must meet the needs of the individual child and may occur at any time throughout the day. Children who toilet independently, should have access to the toilets at all times, with age appropriate supervision being maintained.
- When younger children are ready and begin toilet training, staff will consult with parents to ensure continuity between home and the service is maintained and that it is as stress-free as possible.
- Parents are encouraged to supply a clean change of clothing for children who are toilet training.
- Children are encouraged to flush the toilet.
- Children are encouraged to wash their hands after toileting using soap and water.
- Staff must use gloves at all times when there is a chance they will come into contact with faeces when assisting children and removing soiled clothing.
- Wet and soiled clothes will be dealt with in the following manner:
 - Place clothing in a doubled plastic bag and store attached to the child's bag or in a separate section of the bag from other items such as food or clean clothing.
- Where children use toilets during an excursion, the toilets must be checked by an educator for any hazards or unsuitable risks as per the risk assessment and excursion checklist prior to use. Children are to be accompanied by an educator.

Links to other policies or documents

- Excursion Policy and Procedure
- Interactions with Children Policy and Procedure
- Nappy Change and Toileting Policy and Procedure
- Supervision Policy and Procedure

Sources

- NHMRC (National Health and Medical Research Council)
- Staying Healthy (5th edition)
- Department of Health and Human Services, Tasmania
- *Education and Care Services National Law*

- *Education and Care Services National Regulations*