



Toileting Policy – Preschool and Occasional Care

While many children enrolling in our programs can toilet themselves independently, some children are not developmentally ready. Learners cannot be excluded from preschool even if they're not **toilet** trained, as outlined in the Disability Discrimination Act 1992 and the Disability Standards for Education 2005. Most children's toileting needs in preschool and occasional care can be managed by the site practices below:

- Some children who enrol in preschool are not able to toilet themselves independently and may require some support. It is important that this information is provided to the preschool when the child is enrolled for educators to plan appropriate support. Our toileting and nappy change routines will be conducted in ways that maintain hygiene standards, with interactions that are warm and responsive and support children's learning, ensuring that children feel safe and comfortable and are appropriately supervised.
- For some children toileting support may involve children by asking or reminding them about using the toilet or supporting them in the toileting process using verbal guidance or demonstration (e.g., how to tear off toilet paper, flush toilet, turn on tap etc). If physical support is needed, the child's consent will be sought.
- For some children who are beginning to use the toilet, a Toileting plan will be collaboratively developed by the family and educators to ensure consistency between home and the centre to make the process of toilet training easier for children. Educators will allow children to take their time, supporting them sensitively and positively when they are learning to use the toilet.
- For some children who are regularly wearing nappies, support will involve developing a Continence Care Plan with health professionals working with the family. Children wearing nappies need to be in a clean nappy when they arrive. Children will be changed in the children's bathroom or change area with educators being respectful and sensitive to children's dignity and rights to privacy.
- Educators will support children at regular intervals as well as if they soil or become noticeably wet and/or uncomfortable responding to their cues and allowing them to be active participants in the process.
- Educators will follow this policy, the site's nappy changing procedure as well as individual continence care and toileting plans where these have been documented with parents.
- Site records will be kept for children who are reminded to go to the toilet or have continence plans.
- If a child who is normally independent in using the toilet has an accident, an incident report will be completed to inform the parents. The child's wet or soiled clothes will be placed in a plastic bag with information relating to the toileting incident stapled to it. If soiled/wet clothing remains uncollected by parents/caregivers within 48 hours, it will be disposed of.
- All families are expected to send a change of clothes in case of accidents (toileting or otherwise). It is quite common for preschool children to have toileting accidents and they are often happier to change into familiar clothes that they identify as their own. The preschool keeps a supply of spare clothes for emergency situations.
- For children using nappies, or likely to have accidents families are expected to provide all aids and equipment their child may need (e.g., nappies, pull-ups, underpants, wipes, and spare clothes).
- Educators will seek the child's consent and inform them of what they are going to do when helping with cleaning, changing, and dressing. Educators will always endeavour to change children in a manner that provides privacy, minimises anxiety and encourages independence using the opportunity for focused, positive interaction with the child.
- Educators will endeavour to inform another staff member when they need to assist or change a child and will do so within hearing range of other educators. This is for the protection and safety of all concerned.
- Educators are unable to take full responsibility for toilet training; this is a family responsibility that we can support. If needed, specific toileting strategies can be developed with a focus on developing the child's independence and reflective of educators' roles and responsibilities. Referral to an Occupational Therapist or CAFHS can be arranged if needed.
- The centre will provide the resources educators need to complete their duties (i.e., gloves, hand-wash, changing facilities).
- Wet or soiled clothing will be sent home for washing. Used disposable nappies will be disposed of on site.

Please speak to the Director for further information and support regarding toileting.

This policy relates to the following aspects of the National Quality Standard

Element 1.1.3: All aspects of the program, including routines, are organised in ways that maximise opportunities for each child.

Standard 2.1 Each child's health and physical activity is supported and promoted.

Element 5.1.1 Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident, and included.

Element 5.1.2 The dignity and rights of every child are maintained.

[QA2_EffectiveToiletingand NappyChanging Procedure.pdf \(acecqa.gov.au\)](#)