



## SEACLIFF COMMUNITY KINDERGARTEN CENTRE POLICY

### TITLE : Toileting and Change of Clothing Procedure

#### REVIEW AND REVISION

Policy Date	Revision No.	Revision Date	Author
08/20	3	08/2023	Sharon Jaensch

#### Context

While the majority of children enrolling at kindergarten are toilet trained and can manage changing their clothing if necessary, a number of children of preschool age may not be developmentally ready or able to independently do so without the support of a staff member. As our preschool promotes the inclusion of all children, including those with health care needs it is important for families to be aware and supported in understanding the procedures implemented to support children who need help at these times. While most children's toileting needs can be managed by the site practices outlined below it may be necessary at times to have the professional input to develop a specific toileting plan in consultation with the site and family.

#### Aims

To provide children with a level of privacy and support to learn the behaviours necessary to successfully manage their own needs.

To support children to become independent in their own self care needs.

To support staff to understand and use protective practices and keeping safe principles in managing these situations.

To ensure parents are aware of the procedures in place to help children who may need assistance with toileting or changing their clothing.

#### Procedures

On enrolment parents of children who need support with toileting will communicate the child's needs to assist in the planning for appropriate support. Should a specific toileting plan be necessary this will be negotiated prior to the child starting kindergarten.

It is expected that parents will take responsibility for teaching their child to pull down their own pants, wipe their bottom and flush the toilet. Staff will endeavour to support these practices through verbal instruction. Should a child need support with wiping their bottom, and they do not have a toileting plan, staff will inform the parent of the action they took. eg when a child has very loose bowels and may need extra assistance.

Parents will be requested to provide their child with a change of clothing in case of accidents (toileting or otherwise). Children are often happier to change into familiar clothing that they identify as their own. Parents will be encouraged to provide clothing that is easy for the child to manage or learn to manage eg elasticized waisted shorts etc).

If a child needs to change they will have a place in which they can change away from the business of the play (generally within the bathroom area).

A staff member will be available to help children change in a manner that minimizes anxiety and encourages independence. Eg scaffolding the learning to enable children to gradually achieve the task). In line with the Departmental Policy children may be changed in the presence of a single staff member or a staff member of the opposite sex. Staff will be required to inform another staff member of their intention to change a child in line with protective practices.

Families are responsible for providing any aids that may be necessary to support toileting or changing eg pull ups, wipes and spare clothing. There will however be spare clothing available at the Centre.

The kindergarten will provide the resources necessary for staff to complete their duties ie gloves, hand wash and changing facilities.

**Director**

- Ensuring implementation of this policy.
- Ensure the policy is reviewed every 3 years.
- Inform parents / guardians of the requirements of these procedures.

**Staff**

- Follow all reasonable instructions in relation to this policy.
- Inform parents / guardians of the requirements of this procedure.

**Parents**

- To support the requirements of the policy and procedures.

Centre Director	Governing Council Representative
Print Name	
	Print Name
Signature	
	Signature