Kalaya Children's Centre

Toileting Guidelines

At Kalaya Children's Centre we believe in encouraging self regulation and self help skills, so when appropriate for their age, development and cultural beliefs, children are encouraged to begin toileting in a relaxed and secure manner. Safety and hygiene will remain paramount at all times.

Some areas to be considered during this learning process are:

- Regular consultation and communication with families.
- Provide lots of encouragement and positive feedback.
- Discussions with families about the use of training pants, pull ups or knickers.
- Suggest to families to dress children in clothing that are easily removed.
- Staff will use appropriate and correct terminology in regards to toileting.
- Key words will be established for children in non-English speaking backgrounds.
- Accidents are dealt with in a calm and reassuring manner.
- Staff will be aware of and accommodating to regressive phases that may occur eg illness, new baby, family issues.

Wet / soiled clothes change:

Change table:

- Wash your hands
- Place paper towel on the change table
- Put gloves on both hands
- Change the child in a positive and reassuring manner
- Place wet clothes in a bag and tie it off for the parents to take home, if clothes are soiled place in a plastic bag, tie it off and dispose of it in bin.
- Ask the child if they wish to sit on the toilet
- Remove gloves and place in the hands free bin
- Help dress the child in their change of clothes, if no clothes are available, dress the child in spare clothes from the cupboard.
- Label the plastic bag with the child's name and place in the child's tray/bag.
- Wipe the bench with disinfectant and a paper towel, and then put the paper towel in the bin
- Encourage and assist the child to wash their hands
- Staff to wash their hands.

Standing:

- Wash your hands
- Put gloves on both hands
- Change the child in a positive and reassuring manner
- Place wet clothes in a bag and tie it off for the parents to take home, if clothes are soiled place in a plastic bag, tie it off and dispose of it in bin.
- Ask the child if they wish to sit on the toilet
- Remove gloves and place in the hands free bin
- Help dress the child in their change of clothes, if no clothes are available, dress the child in spare clothes from the cupboard.
- Label the plastic bag with the child's name and place in the child's tray/bag.
- Encourage and assist the child to wash their hands
- Staff to wash their hands.

Privacy and Safety:

- Whilst taking into account the privacy of the child, changing will take place in an area that is usually frequented by other staff members.
- Whenever possible, 2 staff members to be present during nappy changing times.
- Viewing windows at the centre support this.

Once the child has been changed, ensure they happily resume play.

Evaluation:

The Policy is viewed to be working effectively when:

- Staff are supporting children during toilet training.
- Regular communication with families is occurring.
- High levels of safety and hygiene are being maintained.

Implemented: Nov 2009
Last review: December 2016, August 2013
Next review: December 2018

Source:

Onkaparinga Institute Policies 2005
Staying Healthy in Childcare 4th Edition 2005
South Australian Care and Education Forum 2004