



### **Purpose**

This procedure outlines the ongoing requirements to ensure the safety, health, rights and wellbeing of children when meeting their toileting needs and changing of clothes whilst under the duty of care at Moana Kindergarten, according to their individual needs throughout the day.

### **Policy Statement**

At Moana Kindergarten we aim to build children's independence and responsibility. Together with families we each play a role in supporting children's developing agency and understanding of their body (interoceptive awareness). Children become confident and independent with toileting in their own time, and most children will have achieved independence with toileting before starting preschool. However, there may be children who may still require additional support in working towards their independence in toileting.

### **We encourage parents/caregiver to:**

- Practice with their child/ren to teach them how to manage the toileting routine including:
  - Manipulating clothing- e.g. pull pants up/down, undressing and dressing self.
  - How to wipe correctly
  - Flush the toilet
  - Wash and dry hands
- Provide multiple spare changes of clothes (tops, jumpers, pants, underwear, and socks) each day. Including nappies/pull-ups and wipes if required.
- Provide a plastic, or reusable bag for wet clothing to be placed into post changing.

### *If your child has any medical/developmental needs regarding toileting, parents/caregiver are asked to:*

- Discuss any needs/concerns with a member of the staff team to establish whether a Continence Care Plan is required. All plans will need to be developed with a medical practitioner.
- Provide the preschool with any medical/developmental reports/programs in relation to their child's toileting.
- Provide the preschool the adequate supply of nappies, pull-ups and/or any other aids that are used in supporting their child's toileting program
- Ensure you child arrives at preschool in a dry nappy/ pull up.

### **Preschool staff will support children's toileting needs by:**

- Being respectful of home practices in relation to toileting procedures for individual children.
- Implementing continence care plans provided by medical practitioner to support the development of independent toileting.
- Supporting children to access/use the toilet independently, with a range of strategies, this can be developed with the parent/caregivers e.g. use of reminders, toileting timer, visual for toileting steps or specific toileting program.
- Support and encourage children with re-dressing after using the bathroom.

### **If a staff member is required to change wet or soiled clothing:**

- At all times staff will be required to follow WHS guidelines in regard to handling and disposal of contaminated materials (e.g. bodily fluids). The preschool will ensure that all staff have access to PPE (personal protective equipment).
- Inform another staff member that they will be changing a child to ensure adequate supervision during this time. As per protection practices a second staff member should be within line of sight/hearing to observe. Only contracted educators will support children with changing of clothes.
- Encourage the child to get their clothes from their bag (if there are no spare clothes available, the preschool will provide a change).
- Educators will provide the child with guidance and supervision throughout the process, as required.

- Encourage the child to clean themselves and change their own clothing (where practical and depending on level of soiling, ability, and confidence of child).
- Respect the right of the child to refuse help from educators regarding cleaning and changing, if this occurs the family will be contacted to come and clean/change their child.
- Place wet/soiled items in plastic bag and tie to seal (double bag if necessary). Soiled clothing may be disposed of at educator discretion.
- Place wet/soiled clothing in child's bag (or place in bathroom and provide to families on collection)
- Encourage and support the child to wash hands
- Record on 'Bathroom Record' sheet located in children's bathroom.
- Inform parents/caregivers on collection, and if spare clothing is used, families will need to wash and return.

### **Changing of nappies/pull-ups:**

*All children in nappies/pull-ups are required to provide the preschool with a continence care plan.*

Nappy/pull-up changing procedure, staff will:

- Inform another staff member that they will be changing a child to ensure adequate supervision during this time. As per protection practices a second staff member should be within line of sight/hearing to observe. Only contracted educators will support children with changing of clothes.
- Staff to provide reminder/warning at child's level to support transition to change.
- Collect child's nappies/pull-ups, wipes and other clothing as required.
- Wear clean gloves when changing each child
- Children who wear pull-ups may be changed in the children's bathroom if they are able to stand unaided and are compliant when changing. For the child's privacy, they will be guided to change in a toilet cubicle.
- Clean and set change mat for nappy changing in the staff bathroom area. Changing mat should be cleaned before and after each change.
- Support child to lay down on changing mat.
- Remove nappy/pull-up, and place in nappy bag.
- Wipe child front to back and place in nappy bag. Remove gloves and place in nappy bag too, and tie bag ready for disposal.
- Apply new nappy/pull-up to child then support/encourage them to pull up pants
- Support child to wash hands
- Dispose of nappy bag in specified bin located outside.
- Record on 'Bathroom Record' sheet located in children's bathroom

**This policy will be reviewed annually and/or as required based on department policy updates and/or advice.**

Endorsed by Governing Council

Date: 13 September 2023

Chairperson:

Director:

Sign:

Sign:

*ORIGINAL COPY SIGNED, AND AVAILABLE AT PRESCHOOL.*

### **Supportive Resources**

*If you require further information regarding any of our policies and procedures, go to [Department for Education | South Australia](#)*

### **National Quality Standard**

Quality Area 1.1.3

Quality Area 2.1

Quality Area 3.1, 3.1.1

Quality Area 5.1.1, 5.1.2, 5.2.3

REVIEW DATE AUGUST 2024

[National Quality Standard | ACECQA](#)

**Education and Care Services National Regulations**

Regulation 77, 88, 106, 112, 155, 168 (2)

[Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)

**Government of South Australia – Department for Education (DfE)**

[Protective practices for staff in their interactions with children and young people guidelines for staff working or volunteering in education or care settings \(edi.sa.edu.au\)](#)

**Other**

[EffectiveToiletingandNappyChangingProcedure.pdf \(acecqa.gov.au\)](#)

[ACECQA National Quality Standard 2.1 \(edi.sa.edu.au\)](#)