



Nappy changing and toilet training.

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.1, 5.1</p> <p>Regulations: 77, 106, 112</p>	<p>Leading and operating department preschool guidelines</p>	<p>Staying Healthy: Preventing infectious diseases in early childhood education and care services, chapter 3.2: Hygienic nappy changing and toileting</p> <p>Changing a nappy without spreading germs [PDF 848 KB]</p> <p>ACECQA information sheet – Toileting and Nappy changing principles and practices [PDF 705 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self- assessment.
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	These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

Rationale

Many diseases are spread by faeces, urine or other body fluids. Educators and children in care may be at risk of diarrhoeal infections and increased risk of hepatitis A, due to unhygienic toileting routines.

Efficient changing of soiled clothing and safe toileting methods significantly reduces the risk and spread of diseases transmitted by faeces and bodily fluids.

Procedure

Goals What are we going to do?	<ul style="list-style-type: none"> • Consistent approaches between the home and the preschool environment allow children to gain confidence in their abilities and develop independence with their toileting skills. This consistent approach allows children to identify appropriate hygiene and toileting practices that will reduce the spread of infectious disease. • Bathroom facilities and practices that ensure ease of access, good supervision and support for children will enable children to develop toileting skills within a safe and secure environment. • Routine and self-help activities enable educators to promote children's learning, meet individual needs and develop strong trusting relationships with children.
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Strategies
How will it be
done?

The Approved Provider will:

- Ensure that the preschool has adequate toilet, hand washing and drying facilities that are developmentally and age appropriate. The location and design of these facilities must enable safe and convenient use by children, inclusive of children's diverse needs.
- Consider the age and number of children to ensure adequate numbers of toilets to support minimal delays in access. (Refer to Guide to the Regulations 2011.)
- Ensure that toilet areas are designed and maintained in a way that always facilitates the supervision of children having regard to children's safety, dignity and rights.

The Nominated Supervisor will:

- Advise families on enrolment and when a child commences toilet training, to provide several changes of clothes each day.
- Ensure a risk assessment occurs prior to an excursion to check the availability and suitability of toileting facilities.
- Assist families with information on toilet training. This will include information on positive toileting, the need for consistency and strategies to help make the toileting experience positive for both the family and the child.

Educators will:

- Observe children for signs of toileting awareness. If a child requires support, educators will consult with families and develop consistent strategies with the family for approaching the child's toileting needs. These strategies will reflect the home environment and be culturally sensitive.
- Remind families that toileting accidents are common and both successful and unsuccessful toileting attempts need to be supported in a positive manner.
- Support children with soiled or wet clothing.

Educators will put on gloves and assist the child to remove their clothing.

Any waste will be placed in the toilet.

All wet or soiled clothing will be placed in a sealed bag. The child's name will be written on the bag and it will be placed away from the children's play spaces for collection by the family.

Soiled clothing is not to be washed by preschool educators. Refer to chapter 3.2 of [Staying Healthy: Preventing infectious diseases in early childhood education and care services](#)

- Place pull ups into the disposal unit, disinfect the unit. Sealed bags from the unit will be emptied into the preschool's garbage bin on collection day.

- Ensure the bathroom areas are clean and hygienic for the children to use.

Toileting areas will be cleaned regularly during the day. Educators are responsible for spot cleaning the bathroom areas throughout the day. Cleaners will thoroughly clean the bathroom each evening.

At all times of the day, educators will oversee the bathroom areas to ensure cleanliness and reduce the spread of infectious diseases.

- Encourage and positively guide children through the toileting process. Educators will verbally prompt children through the toileting process.

- Consider and seek to accommodate children's individual needs for privacy while maintaining appropriate supervision.

- Develop management systems to ensure adequate supervision of children in bathroom areas and to assist children to complete toileting practices successfully and hygienically.

- Wear gloves when assisting a child with toileting. They will encourage children to remove necessary clothing and assist with this process as needed.

	<ul style="list-style-type: none"> • Make resources available to assist children to independently sit on a toilet, maintaining supervision throughout to ensure safety and provide support as required eg: footsteps • Encourage children to use their developing self-help skills during toileting experiences. • Provide visual aids in all bathrooms to assist the children with toileting procedures. • Encourage children to use toilet paper and wipe from front to back. Educators will respectfully assist children as required during this process. • Remind children to flush the toilet and replace clothing. • Remove and dispose of gloves and wash hands using recommended practice after assisting children with toileting. <ul style="list-style-type: none"> • Remind and assist children to wash their hands with soap and water. Children will be encouraged to dry their hands using paper towel. • Never force a child to sit on a toilet or leave a child in soiled or wet clothing. If a child is showing distress about using the toilet, educators will respect the child's needs and emotions and implement alternative method of toileting (such as "Pull Ups") in consultation with the family. • Treat children in the most age-appropriate manner i.e. standing a child to assist with pull-ups wherever possible.
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Record of procedure's review

Date of review	14/12/23
Who was involved	Preschool Staff, families, children
Key changes made and reason why	Changed to new DoE template
Record of communication of significant changes to relevant stakeholders	<p>Principal: Helen Te Rata</p> <p>Staff: all preschool staff read, reflected, and signed off. Procedure also posted on Sentral for K-6 staff to engage with.</p> <p>Emailed to P&C representatives.</p> <p>Parents: notified via Seesaw.</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>