



# Grove Kindergarten

## Toileting Procedure

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Date created  
September 2015

Next Review  
March 2025

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### Rationale

Most children become confident and independent with toileting, and many will have achieved independence with toileting before starting kindergarten. We promote and facilitate the inclusion of all children and no child will be excluded from attending Grove Kindergarten due to developing their independence with toileting as part of their individual learning and development. Children are encouraged to be independent and self-manage undressing/dressing and toileting when possible. Educators will support children in toileting and managing undressing/dressing in a way that minimizes anxiety, ensures the child's privacy and dignity are maintained and encourages independence.

### Principles

The wellbeing, safety and protection of both children and educators are paramount.

Families must notify the Director of any toileting concerns, including if a child is not independent with their toileting, at the time of enrolment. We will support the child, and with the family, develop strategies for increasing toilet and dressing independence.

A log is maintained when educators assist children with toileting or dressing/undressing, but families are not notified of individual instances of educator assistance. Educators will discuss any on-going concerns with families. Educators will work with the family to establish whether a Continence Care or Toileting Care and Learning Plan should be completed.

Families are welcomed to discuss any toileting concerns they may have with educators at any time.



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## Implementation

### We ask parents/caregivers to:

- The family is responsible for letting educators know if a child may need support in toileting. This enables us to plan support for the child appropriately. This may include reminding the child to use the toilet and supporting them in independently using the toilet.
- Families should encourage toilet and dressing independence at home. This includes pulling up and down of clothing, wiping bottom, flushing the toilet and washing hands.
- Children should be dressed in clothes that they are able to manage themselves for example elasticised waistbands, easy openings (e.g. zips rather than buttons).
- All families are expected to supply a clean change of clothes in their child's kindy bag each day, regardless of the child's toileting skills as toileting accidents are common at kindergarten, as well as changes of clothes due to messy/wet play.

### If a child has any medical/developmental needs regarding toileting, parents/caregivers are asked to:

- Discuss concerns with staff to establish whether a continence care or toileting plan is required.
- Provide the kindergarten with any medical/developmental reports/programs in relation to their child's toileting.
- Provide the kindergarten with adequate supplies of nappies/pull ups and any other aids that are used in supporting their child's toileting program.
- Ensure their child arrives at the kindergarten in a dry nappy/pull up.

### Kindergarten staff will support children's toileting needs by:

- Educators will talk with all children about how to help themselves in the toilet and to seek help whenever they need it.
- If a child has a toileting accident and has wet/soiled clothing and needs to be cleaned, educators will guide the child to a toilet cubicle.
- Educators will guide and support children to get clean clothes either from their bag or from the kindy spare clothes and will provide a private area so children are able to change discreetly, usually in the children's bathroom.
- Where a child is unsure about wiping their bottom, educators will stand on the outside of the cubicle and talk a child through toileting and/or wiping, encouraging children to clean themselves to the best of their ability.
- On rare occasions a child may soil themselves to such an extent that they need the physical assistance of an educator to clean themselves. If this occurs, the educator will wear gloves and the family will be advised.
- If the child is unwell, for example gastro, the family will be contacted
- Educators will alert another educator that they are 'off the floor' supporting a child in the bathroom (and make other staff aware when they are back on the floor). Educators will endeavour to make sure they are as visible as practical while changing a child. Toileting Procedure Page 2 of 2.
- Wet or soiled clothing will be sent home in a plastic bag or recyclable "wet bag" which will either be tied to the child's backpack or placed inside their bag. Heavily soiled underpants will be disposed of.\*



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## Nappy Change Procedure (if required)

Grove Kindergarten follows the current National Health and Medical Research Council nappy change procedure which is located throughout the kindergarten.

- Where children are more comfortable standing to have their nappy/pull up changed the same procedure is followed minus placing a paper towel on the change table
- Nappies are placed immediately in a nappy bag and disposed of in landfill.

*\*At all times staff will be required to follow WHS guidelines in regard to handling and disposal of contaminated materials (re body fluids etc). The preschool will ensure that all staff have access to personal protective equipment (PPE).*

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## Document Review History

Date	Approved by Governing Council
September 2015	Reviewed.
July 2016	Reviewed.
March 2017	Reviewed. Minor amendments.
April 2018	Reviewed.
May 2019	Reviewed. New logo and added new details.
June 2020	Reviewed. Merged with 'Changing of Children's Clothing Procedure'
March 2024	Reviewed. Rewrite and created change of clothes log.

## Source

ACECQA – Quality Area 2: Toileting and nappy changing principles and practices  
[https://www.acecqa.gov.au/sites/default/files/2018-04/QA2\\_EffectiveToiletingand%20NappyChanging%20Procedure.pdfau](https://www.acecqa.gov.au/sites/default/files/2018-04/QA2_EffectiveToiletingand%20NappyChanging%20Procedure.pdfau)

National Quality Standard 1.1(2011)  
<http://www.acecqa.gov.au/Educational-program-and-practice>

National Quality Standard 2.1 (2011)  
<http://www.acecqa.gov.au/Childrens-health-and-safety>

National Quality Standard 5.2 (2011)  
<http://www.acecqa.gov.au/Relationships-with-children>

Parent Easy Guide 10 – Toilet Training  
<https://parenting.sa.gov.au/pegs/PEG10-Toilet-Training.pdf>

NHMRC  
[Staying healthy: Preventing infectious diseases in early childhood education and care services | NHMRC](https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-in-early-childhood-education-and-care-services)



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